

Hosting Department Agreement for Visiting International Scholars

Overview

University of Northern Colorado welcomes international scholars and students through special exchange programs with international partner institutions and on general programs involving research and teaching activities. Visiting scholars come to UNC as part of the J-1 Exchange Program for which UNC maintains an active U.S. Department of State designation. Per [CFR § 62.1 \(b\)](#), the purpose of the J-1 Exchange Program is to provide exchange visitors with "*opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries.*"

As the J-1 Exchange Program is sponsored by the Department of State (DOS) for the purpose of cultural and professional exchange, it is not appropriate for tenure track positions, it may not be used for the sole purpose of employment in the United States.

Timing

Please **allow 90 days** between OGE's receipt of the completed application from the scholar (including financial documentation) and your exchange visitor's program start date. While the OGE processes usually takes about 10 business days to issue the DS-2019s, exchange visitors need time to schedule their visa interviews and for the U.S. Consulate abroad to issue the visa stamp.

J-1 Eligibility

J-1 status is quite flexible and is designed to meet the needs of scholars participating in the academic and cultural exchange activities in the U.S. J-1 exchange visitors at the University of Northern Colorado range from an exchange or dual degree student, professor or researcher, a scientific collaborator, a guest lecturer, or participant in a special academic and cultural short-term program. J-1 exchange visitors may be paid by UNC when such activities are part of his/her program. There are a few basic requirements that all J-1 Exchange Visitors must meet to be qualified for the program:

- Intent to pursue appropriate activity (such as research, teaching, or training)
- Intent to return to home country (as determined by consular officer)
- Sufficient funding for the duration of the program
- Appropriate background for program activity (example, Research Scholars must have at least a master's degree *or* bachelor's degree with equivalent experience)
- Adequate English language proficiency determined by video-interview or language proficiency certificate/test
- Clear and adequate outline of intended program activities, appropriate to the EV category

Scholar Name: _____ Home Country: _____

Anticipated visitation dates. From: _____ To: _____

To the best of your knowledge, has this Visiting Scholar been at UNC previously? Yes No. If YES, when?

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Hosting Department: _____

UNC Host Sponsor Name: _____ Host Phone: _____

Category: Please indicate which category best fits the scholar's purpose and length of stay. Refer to Appendix.

- Short-Term (less than 6 months)
 Research (3 months to 5 years)
 Professor (3 months to 5 year)

English Proficiency: Please indicate how the scholars English will be assessed. Refer to appendix for requirements and means of showing proficiency.

- Native English Speaker English Exam Scores Recent degree in English

Proposed objectives and title of research project (if any). *Please attach a summary of outcomes the scholar intends to achieve while they are at UNC. This should include academic and cultural related objectives as well as a timeline to accomplish them. As required by US Immigration law, scholars and hosting departments will be evaluated periodically to determine how the scholar is meeting these outcomes and objectives. Please provide specifics if the scholar will engage in any paid activities for UNC, including but not limited to teaching in an adjunct capacity.*

Appropriate Classification of Instructional Programs (CIP) Code for Proposed Activities: _____

See National Center for Education Statistics <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55> for current codes.

Benefit to UNC and Host Unit or Department: *Please provide an explanation of the benefits to UNC, the Hosting Department or Unit, and the impact on the workload of the Host Faculty or Staff member. Additional pages may be attached, if needed.*

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Site of Activity (physical address): _____

Where will the exchange visitor be conducting their teaching, research or other activities? (Host Department address, lab? Other areas). Additional pages may be attached if intended research and activities will take place at multiple sites (each site must be documented for immigration, so Host Faculty/Staff agree to update OGE if additional sites of activity are added at a later date).

Financial Support:

Will this visiting scholar ANY receive funding from UNC? Yes No

If YES, funding amount for the duration of the program _\$_____

If YES, is this scholar being hired by a department via H.R. processes? Yes No

If YES, is the offer of funding included in the Invitation Letter? Yes No If NO, please include a copy of the funding offer with appropriate signature authority.

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The Office of Global Engagement will provide the following support:

- **Process Applications:** collect, evaluate, and process Scholar Application and required supporting documentation. In partnership with the hosting academic department, screen and verify that participants have the education and credentials necessary to carry out the activity for which they are entering the USA to include sufficient English language proficiency to function in an English-speaking environment.
- **Immigration:** Create and issue appropriate immigration documents. Assist with visa application process. Ensure the scholar understands their responsibilities in maintaining their immigration status. Maintain the immigration record for the scholar and dependents and follow legal compliance requirements.
- **UNC access:** Visiting scholars are admitted to the university as the equivalent of non-degree seeking graduate students. This will automatically create a Bear Number, allow access to many university systems, and create a Bear Mail account. Additional access must be requested by the hosting department.
- **Notify auxiliary departments:** OGE will notify the UNC Card Office, Campus Recreation Center, UNC Library, Housing & Residential Education of a visiting international scholar coming in order to speed up the process should the scholar have need for campus wide access to these areas.
- **Check in and scholar orientation:** conduct immigration check in within 30 days of the exchange visitor's arrival to the US, provide information about UNC resource, advise the exchange visitor on the roles and responsibilities and introduce to campus resources.
- **UNC ID card:** OGE will assist the scholar to obtain a UNC ID card.
- **Monitor the visitor's stay** in the United States, ensure that they are progressing in the work being performed or the research being conducted;
- **Oversee mandatory insurance enrollment for scholar and dependents** as required by regulations.
- **Provide access to cultural enrichment opportunities** on campus and in the greater Greeley community and ensure that they are involved in cross-cultural programs where they can learn about the United States and its people, as part of the J-1 program cultural requirement.
- **Authorize appropriate off-campus activities.** In conjunction with the Hosting Department, authorize the visiting scholar to conduct category appropriate off campus activities, including invited talks elsewhere.
- **Assist scholar with obtaining Social Security Number, if appropriate.** If the Scholar's approved program will include paid activities, OGE will assist with the SSN process.
- **Provide assistance with tax compliance** for the scholar and dependents.

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- **Collect mid-program and final academic progress report** from the academic host department.
- **Conduct a program completion survey** to assess the quality of the exchange visitor experience and share with the hosting department.

Host Department Responsibilities

Departments and designated faculty or staff sponsor/host work in close collaboration with OGE to provide a mutually enriching professional and cultural experience for the exchange visitor, university and regional community. Departmental responsibilities are as follows:

- Provide official Letter of Invitation signed by the College Dean to the scholar outlining:
 - Name of college and academic department host,
 - Name of key departmental personnel responsible (Host Coordinator) for the academic oversight of the scholar's program
 - Dates and purpose of visit
 - Academic department's expectations of the scholar, including proposed schedule for duration of scholar's visit
- Ensure any appropriate background checks or other required security clearances for the visitor's proposed activities are obtained
- Provide immediate notification to OGE of any serious problem or controversy which could be expected to bring the Department of State or the UNC's EV program into notoriety or disrepute [22 CFR 62.13(b)].
- Assign one departmental representative to act as Sponsor/Host to oversee the scholar's program. The Host Coordinator serves as the single point of contact during the proposal process and is responsible for liaising with others in their department or area to whom they may have delegated responsibility. The Sponsor/Host agrees to:
 - Serve as the point-person to advisor the international visitor on both personal and professional engagement while at UNC
 - Introduces the scholar to the department faculty and staff
 - Hold regular meetings with the scholar, faculty members, administrators and OGE contact
 - Help organize the scholar's schedule for professional, cultural, and community activities, and to provide mid-program and final reports (additional reports as needed on longer programs)
 - Ensure that the scholar is engaged in the proposed purpose of the visit
 - Provide professional and academic opportunities for the international visitor such as: involving the international visitor in department meetings and events, creating opportunities to present research on campus (including final presentation of research/activities at UNC) etc.
 - Ensure completion of mid-program and final program report by scholar
 - Provide a work space or additional accommodations to conduct scholarly activities as needed
Department must verify that appropriate accommodations are available prior to the acceptance.
 - Assist with
 - **Housing:** Assist the scholar in locating adequate housing. It is recommended that scholars live on or very near the UNC campus. Scholars will rarely have access to private transportation.
 - **Transportation:** It is preferred that a UNC representative meet the scholar at the Denver airport. Scholars will have limited access to transportation in Greeley and assistance may be needed during their stay, especially at the beginning as they become established
 - **Dependents:** Scholars who choose to bring dependents (spouse and/or children) may have additional needs. Those with school-aged dependents may desire to enroll them in local schools. While children cannot be enrolled until they arrive in the US, scholars often have

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questions about schools in the area. The faculty sponsor/host agrees to provide guidance in enrolling dependents in local schools. OGE will assist to the best of their ability

Hosting Department Agreement

By signing below, the faculty host/sponsor acknowledge that they have read, understand, and agree to the terms of hosting an international visiting scholar as stated above, and that

- The individual's program of research/teaching is consistent with their professional background and experience
- The the visiting scholar's plans for research at UNC, if applicable, have been discussed with the visiting scholar
- The visiting scholar will engage in activities only at UNC, unless explicitly included in the proposed activities
- The visiting scholar would ONLY be authorized to engage in the activities described on this form, in the department indicated, and for the length of time indicated
- The Host Department and Faculty/Staff are responsible for ensuring the visiting scholar's activities at UNC are consistent with the objective listed here, and on their DS-2019

Host Faculty/Staff Signature: _____

Dean Approval

By signing below, the Dean of the Host Department (or equivalent for non-academic units) acknowledge that they have read the Host Department agreement and indicates the College's support for this proposed Visiting Scholar, confirmation that the proposed visit will be of significant benefit to UNC, the college's faculty and/or students, and that the College confirms its willingness to provide the resources and support needed for this Visiting Scholar as outlined above.

Dean Name: _____ Phone: _____

Dean Signature: _____

Please retain a copy of this form for your records and return an electronic copy to OGE.

Appendix

The Exchange Visitor Program

Per the US Department of State, “To be eligible for designation as a program sponsor, an organization must demonstrate its ability to comply and remain in continual compliance with all provisions of the Exchange Visitor Program regulations (22 CFR Part 62) and meet its financial obligations and responsibilities attendant to successful sponsorship of its exchange program; see 22 CFR 62.3(b) and 22 CFR 62.5(b) of the regulations,” including following established regulations, rules, guidance directives and advisory letters from relevant agencies.

Failure to responsibly and appropriately administer a program may result in sanctions ranging from reprimands, probation, corrective action plans, and program reductions, up to and including revocation of Sponsor designation or denial of a redesignation application, or removal of Alternate/Responsible Officers.

Category and Duration

The US Department of State has approved UNC to provide J-1 programs in the following categories: [Professor](#), [Research Scholar](#), [Short-Term Scholar](#), and [Student](#). Each category has requirements that a scholar must meet in order to be classified within the category. The maximum period of time authorized for an exchange visitor depends upon the category into which their program is classified. UNC is authorized for the following J-1 categories:

Short Term Scholar (22 CFR § 62.21):

Purpose of Visit: Lecture, Observe, Consult, Training, Demonstrate special skill(s)

Position in Home Country: Professor, Researcher, Post-doc or Pre-doc, Graduate Students/Similar (Doctors, attorneys, etc).

Visitor Eligibility: A short-term U.S. visit to lecture, observe, consult, train, or to demonstrate special skills at Research institutions, museums, libraries, post-secondary educational institutions.

Duration of U.S. Visit: 1 day - 6 months.

Repeat Participation: Yes. No waiting period.

Notes: Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Duration of program not to exceed 6 months, no extensions permitted for the category. Subsequent visits must have a different objective.

Research Scholar (22 CFR § 62.20):

Purpose of Visit: Research, Observe, or consult in connection with a research project.

Position in Home Country: Professor, Researcher, Post-doc or Pre-doc, Graduate Students/Similar (Doctors, attorneys, etc).

Visitor Eligibility: Temporary, non-tenure track appointments. Minimum qualifications: bachelors’ degree with appropriate experience in the field in which research is to be conducted. Not physically in U.S. for all or part of 12-months preceding start date, unless excluded according to 22 CFR 62.20(d)(2)(i-iii).

Duration of U.S. Visit: 3 weeks - 5 years.

Repeat Participation: Permitted only after 24 months residency outside U.S.

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Notes: Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Incidental lectures or short-term consultations are permitted with the approval of the Responsible Officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date

Professor (22 CFR § 62.20):

Purpose of Visit: Teach or lecture at university, observe or consult.

Position in Home Country: Professor, Researcher, Post-doc or Pre-doc, Graduate Students/Similar (Doctors, attorneys, etc).

Visitor Eligibility: Temporary, non-tenure track appointments. Minimum qualifications: bachelors' degree with appropriate experience in the field in which research is to be conducted. Not physically in U.S. for all or part of 12-months preceding start date, unless excluded according to 22 CFR 62.20(d)(2)(i-iii).

Duration of U.S. Visit: 3 weeks - 5 years.

Repeat Participation: Permitted only after 24 months residency outside U.S.

Notes: Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Incidental lectures or short-term consultations are permitted with the approval of the Responsible Officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date. A professor may also conduct research, unless disallowed by the sponsoring organization. Graduate level English proficiency is required.

College and University Student (22 CFR § 62.23):

Purpose of Visit: Participate in a degree or non-degree program at an accredited post secondary academic institution.

Position in Home Country: College or University degree or non-degree applicant. For internships that satisfy degree requirements EVPs must be enrolled in a university or college outside of the U.S.

Visitor Eligibility: Admitted into a course of study in the U.S. The student must not be funded primarily by personal or family funds.

Duration of U.S. Visit: Duration of course of study. Or 24 Months for non-degree students.

Repeat Participation: Yes. No waiting period.

Notes: Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Accepted students may be permitted to enroll in IEP courses as part of their course of study in the United States.

English Language Proficiency:

U.S. Department of State requires that all prospective J-1 Exchange Visitor scholars have an "Objective Measurement" of their English language proficiency because they found that "too many exchange visitors lack sufficient English proficiency to perform their jobs or complete their academic programs; to navigate daily life in the United States; to read and comprehend program materials; to understand fully their responsibilities, rights, and protections; and to know how to obtain assistance, if necessary." [79 FR 60294, 60301]. While the academic English needs of Exchange Visitors may vary considerably, UNC has determined at a minimum, visiting scholars should be proficient in English at the same level we require of undergraduate students. Below are the acceptable means to show evidence of English proficiency:

- **Native English Speaker:** J-1 exchange visitor is from a country whose official language is English

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- **Recognized English test:** The following are test scores recognized by UNC and may be used to document English proficiency if taken within the last two years.

Short-Term & Research Scholars (requirement equivalent to UNC's requirement for undergraduate admission)

- TOEFL iBT: 72 with cut scores no lower than: Listening (16), Reading (16), Speaking (18) and Writing (18)
- IELTS: 6.0 with subscores no lower than 5.5 in each of the following proficiency areas: Listening, Reading, Writing and Speaking
- English3 Proficiency Test: 60 E3PT with a minimum of 15 in each of the following: Speaking, Reading, Listening and Writing.
- UNC IEP: Level 6 completion

Professors (requirement equivalent to UNC's requirement for graduate admission)

- TOEFL iBT: 80 with cut scores no lower than: Listening (16), Reading (16), Speaking (20) and Writing (22)
- IELTS: 6.5 with subscores no lower than 6 in each of the following proficiency areas: Listening, Reading, Writing and Speaking.
- English3 Proficiency Test: 67 E3PT with a minimum of 16.5 in each of the following: Speaking, Reading, Listening and Writing.
- UNC IEP: Level 7

- **Additional Tests may be considered with appropriate documentation of validity, in consultation with the Director of the Intensive English program.**
- **Documentation from an academic institution:** Transcripts or diploma certifying completion of a degree, within the previous two years, at an institution where the sole language of instruction is English.
- **Depending on the length and intent of the Scholar's intended activities, small deficiencies in English language skills may be acceptable, provided the Scholar enrolls in and attends Intensive English Program courses at their own (or Hosting Department) expense.**