

Requests to host exchange visitors normally originate with the hosting department. In some cases it may be initiated through the Office of International Programs. In that case the International Programs staff will work with the appropriate department for consideration of proposed exchange visitor. CSUMB currently has approval to host Professors, Research Scholars and Short-term Scholars on J-1 visas. The definitions for each are in the attached Exchange Visitor Request Form. Full Details of the Exchange Scholar/Professor program can be found at [csumb.edu/extended/global/j1-scholars-prof/](http://csumb.edu/extended/global/j1-scholars-prof/)

## Responsibilities and Processes

The Exchange Visitor: This could be a research scholar, short term scholar or professor

1. Complete online Unihub application and submit supporting documentation. Details are listed on [csumb.edu/extended/global/j1-scholars-prof/](http://csumb.edu/extended/global/j1-scholars-prof/)

The Hosting Department:

1. Determine the suitability of the proposed project and the ability of the University to provide necessary support.
2. Ensure the Exchange Visitor's home university support for proposed plan (if appropriate).
3. Complete this Exchange Visitor Request Form.
4. Coordinate with University Personnel and pay for background check.
5. Identify and allocate support which may include office space, computer, etc.
6. Prepare a letter of invitation to the Exchange Visitor outlining the responsibilities and obligations of the hosting department and the Exchange Visitor.
7. If the request is for a visiting professor, the department will follow normal hiring practices.
8. The sponsoring department shall select a faculty/staff partner for the Exchange Visitor who will provide initial support and sustained mentorship.
9. When all documents have been gathered and the package is complete, it should be forwarded to the appropriate Dean.

The Dean of the appropriate College: shall review, make recommendation and forward the package to the International Programs office.

International Programs Office:

Upon receipt of approved Exchange Visitor Request form, accompanied by copies of the Exchange Visitor's CV, program proposal, passport, invitation letter, and funding documentation:

1. Ascertain that the applicant has sufficient funding.
2. Determine that all legal conditions have been met and notify the Dean of the appropriate College.
3. Issue DS-2019 form.
4. Send Invitation.

# Exchange Visitor Request Form

This process is initiated by the CSU Monterey Bay sponsoring department. Please submit this completed form and supporting documents to Kasey Shay at the International Programs Office.

Section A. Request Summary	
Exchange Visitor (E.V.) Family/Last Name(s):	
Given/First Name(s):	
Middle Name(s):	
Request Reason:	<input type="checkbox"/> New Appointment      Deadline: 10 weeks prior to start date <input type="checkbox"/> Program Extension      Deadline: 1 month prior to start date <input type="checkbox"/> Transfer In Change of      Deadline: 1 month prior to start date <input type="checkbox"/> Status      Deadline: 4-6 months prior to start date
Category:	<input type="checkbox"/> Short-Term scholar - A foreign national who is a professor, research scholar, or person with similar education or accomplishments who enters the United States for a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. (6 Month Maximum) <input type="checkbox"/> Professor - A foreign national whose primary purpose is teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions, museums, libraries, or similar types of institutions. A professor also may conduct research where authorized by the sponsor. (5 Year Maximum) <input type="checkbox"/> Research Scholar - A foreign national whose primary purpose is conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar also may teach or lecture where authorized by the sponsor. (3 Week Minimum; 5 Year Maximum)
Program Dates:	Start: _____ End: _____ (mm/dd/yyyy) (mm/dd/yyyy)
Department requesting the E.V.:	
Description of E.V. proposed plan: (attach extra sheet if necessary)	
Is the Exchange Visitor currently in the United States? <input type="checkbox"/> No      *if yes, what is the Exchange Visitor's current visa status? _____ <input type="checkbox"/> Yes      *if yes, include Exchange Visitor's past and current legal documents (e.g. DS-2019 form, I-94, etc.)	
Has the Exchange Visitor previously participated in a J-1 OR J-2 program within the past 24 months? <input type="checkbox"/> No      *if yes, include all previous DS-2019 form(s). <input type="checkbox"/> Yes	
Will CSUMB be providing funding for the E.V.? <input type="checkbox"/> No <input type="checkbox"/> Yes      *if yes, please provide total CSUMB funding provided during the E.V.s program _____	

**Section B. English Language Proficiency Statement - to be completed by sponsoring professor. Not req'd for extensions.**

\*By signing below, I can confirm that I have conducted an interview with the prospective J-1 Exchange Visitor either in-person or by videoconferencing and that the Exchange Visitor has sufficient English proficiency not only to successfully participate in his/her program but also to function on a day-to-day basis.

Date of Interview: \_\_\_\_\_  
(mm/dd/yyyy)

Method Used to Interview:     In-person     Videoconferencing     Other \_\_\_\_\_

\_\_\_\_\_

Signature of Sponsoring Department Interviewer

**Section C. Signature Authorization \*I hereby approve this request for this exchange visitor.**

Name	Signature	Date	Email/Phone Ext.
1. Sponsoring Professor:			
2. Department Chair:			
3. Dean:			

Submit completed form with all supporting documents to the International Programs Office at [international@csumb.edu](mailto:international@csumb.edu)