

# Exchange Visitor Department Request

**PLEASE COMPLETE ALL THE INFORMATION REQUESTED. THE DS-2019 FORM CANNOT BE MADE WITHOUT ALL THE NECESSARY INFORMATION.**

Today's date: \_\_\_\_\_ (Note: exchange arrangements should begin a minimum 4-5 months prior to expected arrival date.)

Exchange Visitor
Family Name: _____
First Name: _____
Middle Name: _____
Date of Birth: _____

Exact Dates of Exchange Visitor's scholarly activities at ISU: From: \_\_\_\_\_ To: \_\_\_\_\_

## J-1 Category: Please choose one

Professor (for those with teaching assignments)

Research Scholar

Inviting Department: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Department Phone Number: \_\_\_\_\_

Campus Box Number: \_\_\_\_\_

Name of faculty contact\*: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**\*Note:** this is the department faculty or staff member who will be responsible for the exchange arrangements, including:

- Liaise with other relevant academic programs
- Coordinate information and paperwork with the International Programs Office.
- Courier (DHL or FedEx) the visa/invitation packet to the Exchange Visitor or see below.
- Officially welcome the visitor and/or arrange airport pick up.
- Help the visitor with housing, move in, shopping, obtaining University ID card, parking permit, and e-mail account
- Arrange for tour of campus and library
- Set up introductions to the Vice President for Academic Affairs, department faculty and key staff
- Assist during initial adjustment to ISU and U.S.A
- **THE VISITOR MUST PRESENT THEMSELVES TO THE INTERNATIONAL PROGRAMS OFFICE NO LATER THAN 20 DAYS AFTER ARRIVAL IN THE US. THIS IS A NEW REGULATION. FAILURE TO REPORT WILL RESULT IN THE CANCELLATION OF THE VISITOR'S STATUS.**

### Important Scholar Info

Please describe the specific scholarly activities, duties, and responsibilities that the scholar will have while at Idaho State University:

Site (physical address/location) of activity:

Has the scholar ever held J-1 status before?  Yes  No

**If yes, please give all dates, J-1 category and universities below. For extensions, please give current dates as well as any previous dates at other institutions.**

Dates	J-1 Category	University

### Shipping Information

If the department prefers the International Programs Office to Fedex the packet for you, then please provide your department's Index Code information here

Index Code: \_\_\_\_\_

Department Contact Name & Stop Number: \_\_\_\_\_

Please do not forget to include the following:

Official Letter of Invitation to the Scholar from the Department Chair or Dean. The letter should outline expected dates, any funding, its source and any other pertinent information for the scholar and the US Embassy to be aware of.

Original proof of funding (offer letter for teaching/research from the Department, personal funds, governmental funds, grants or a combination of these)

\_\_\_\_\_  
 Department Chairperson Signature Date

\_\_\_\_\_  
 Name of College Dean Signature Date

\_\_\_\_\_  
**Name of Provost or Designee** **Signature** **Date**

#### International Programs Office Use Only:

Approval by Department? \_\_\_\_\_  
 Official invitation letter attached? \_\_\_\_\_  
 Original Proof of Funds attached? \_\_\_\_\_  
 Dependent Information, if applicable, attached? \_\_\_\_\_