|  |
| --- |
| **California State University Northridge ●** **Office of Faculty Affairs**  **J-1** **Cultural Exchange Program Visa Sponsorship Request Form** |

The J Exchange Visitor category was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall purpose of that Act, and the objective of the Exchange Visitor category, is "to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges."

The Exchange Visitor Program, administered by the U.S. Department of State allows the University to use the J-1 Exchange Visitor visa status to invite or employ foreign professors, research scholars, and short-term scholars in the United States temporarily.

|  |
| --- |
| **Instructions: To be completed by the CSUN sponsoring department/Faculty Host**   * Do not send through Adobe Sign for signatures. Electronic signatures are accepted as are wet signatures. If you get stuck, try google! I found [How to insert a signature](https://juro.com/learn/insert-signature-word#:~:text=Scroll%20to%20the%20part%20of,image%20of%20your%20signature%20from.) You may find something better or more fitting to your situation.  *\*I would encourage you to use* ***Microsoft Office 365 Word online*** *as you can add collaborators.**Requests that have been filled out in this manner have had the fastest processing times.* * Carefully review and fill out all applicable sections of the request form. If something does not apply, enter N/A * Do not attach any documents to the Visiting Scholar Request that may be considered Level 1 Protected Data: <https://www.csun.edu/it/protected-data>. * Contact Faculty Affairs and request a BOX folder link for support document upload. * Provide translated versions of support documents when originals are in a foreign language * Add your initials (and coHost initials) in blue ink to any area that is preceded by “\_\_\_\_\_”if you understand and agree with the statement.   The Faculty Host is responsible for understanding and retaining the J-1program information provided in the Visiting Scholar request form even when a department or college staff person is assisting the Faculty Host by filling out the Visiting Scholar Request form. |
|  |

**Please indicate the type of request you are making:**

Paid Visiting Scholar (Paid via contract or grant through TUC)

Extension - Paid Visiting Scholar

Transfer - Paid Visiting Scholar

Paid Professor (Paid using CSUN instructional funds)

Extension - Paid Professor

Transfer - Paid Professor

Self-support Visiting Scholar (Personal funds/home country or home institution funding)

Extension - Self-support Visiting Scholar

Transfer - Self-support Scholar

Will the Visiting Scholar be requesting to bring along any J-2 dependents? Click or tap here to enter text.

*\*Please note that J-2 dependent request has a separate form and must be submitted for approval at the same time the J-1 request is made.*

**Faculty Affairs on behalf of California State University Northridge is required to:**

* Carefully review Visiting Scholar requests to ensure that qualified foreign nationals are being proposed to carry out exchange initiatives;
* Monitor the visitor’s stay while in the United States and assist with any issues that may occur;
* Ensure that the foreign national is successfully carrying out the responsibilities for which entry to the United States was granted;
* Ensure that exchange visitors are involved in cross-cultural programs where they can learn about the United States and its people;
* Maintain SEVIS records;
* Ensure that the exchange participants and his/her dependents, if any, are covered by health insurance; and
* Ensure that exchange visitors have sufficient finances to participate in the program and to support their spouse and dependents, if any.

**Important Considerations:**

* Please submit Visiting Scholar Requests at least **four (4) to six (6) months** prior to the planned start date of the program to allow request processing time and in order for the Visiting Scholar to get an appointment with the Consulate.
  + Paid Visiting Scholar request campus processing time: two to three months
  + Un-Paid Visiting Scholar request campus processing time: one to two months
* CSUN is required to report to the Department of Homeland Security (DHS) when a J-1 scholar does not arrive at California State University Northridge within 30 days of their program start date, as listed on their DS-2019. CSUN must **terminate** the DS-2019 and the visiting scholar would not be eligible for a J-1 visa nor entry into the U.S. with J-1 Status. A visiting scholar should NOT attempt to enter the U.S. more than 30 days after the start date on the DS-2019; they will most likely be turned away at the border.
* **\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I must IMMEDIATELY notify the Office of Faculty Affairs if I become aware that the visiting scholar will not be able to start their approved program within the 30-day window, as indicated on their DS-2019 form and appointment letter or if the Visiting Scholar has decided not to pursue the J-1 exchange program at the present time.
  + We must either notify DHS and cancel the request for a J-1 visa with the University or issue the visiting scholar a new form with a revised start date.
  + This also applies to those who are **transferring** to CSUN from another J-1 program. Failure to notify CSUN FA of the scholars’ inability to or decision not to enter the U.S. within 30 days of the program start date could jeopardize the visiting scholar’s current immigration status as well as their ability to pursue future visa applications.
* CSUN will change the arrival date once and issue a second DS-2019. If the visiting scholar cannot arrive within 30 days of the new arrival date, CSUN will **terminate** their DS-2019 and the visiting scholar would not be eligible for a J-1 Visa nor entry into the U.S. in J-1 Status.

**Social Security Number (SSN) Information:**

Does the Visiting Scholar require an SSN for the proposed program?  Yes  No

Does the scholar currently possess an SSN?  Yes  No

A Social Security Number (SSN) is a 9-digit number issued to U.S. citizens, permanent residents and temporary (working) non-residents (e.g.,) by the Social Security Administration (SSA). Its primary purpose is to track individuals for taxation purposes; it is not intended to be used for identification purposes.

As paid J-1 research scholar, a Social Security Number (SSN) is required for employment at California State University, Northridge and at The University Corporation. If the scholar does not currently possess an SSN it may take many weeks to obtain one. Visiting Scholars are encouraged to notify the Social Security Administration that their ability to start work and be paid is contingent upon receipt of the SSN as this may expedite the process.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I may not allow, suggest, request, or require a Visiting Scholar to begin working on a paid project prior to the receipt of the SSN and the successful check in with CSUN HR or TUC HR.

Visiting scholars who arrive without an SSN must be able to provide proof of ability to self- support for the first two months of their visit, at least $2500 per month for living expenses. Please plan accordingly.

All Exchange Visitors in the research scholar, professor, and short-term scholar categories are eligible to apply for a Social Security Number (SSN) by right of their J-1 status.

* The application for an SSN is always free of charge.
* The Social Security Administration (SSA) does not accept photocopies or notarized copies of documents.
* SSA will verify the documents with the U.S. Department of Homeland Security (DHS) before assigning the SSN.
* An SSN card will be issued within about two weeks of receiving certification from DHS. In most cases, the SSA can quickly verify the documents online.

J-1 Exchange Visitors are *not*required to obtain a job offer letter or an SSN eligibility letter, the J-1 invitation letter fulfills these requirements. After the J-1 scholar completes the check-in process with Faculty Affairs, scholars must contact their [local Social Security Administration (SSA) office](https://secure.ssa.gov/ICON/) to schedule an in-person appointment. Scholars must provide the following **original** documents to the SSA when requested:

* CSUN J-1 invitation letter
* Completed [Form SS-5](http://www.ssa.gov/online/ss-5.pdf)
* Passport with J-1 visa
* Most recent [I-94 admission record](https://i94.cbp.dhs.gov/I94/#/home)
* CSUN DS-2019

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I may not hold my Visiting Scholar responsible for Federal Government processing times of social security requests.

**Housing Arrangements:**

The University does not make housing arrangements for visiting scholars. Two university apartments are available to visiting scholars on a first come, first serve basis. Please let the J-1 visa Advisor know if you are interested so your scholar may be placed on the interest list.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I on behalf of the sponsoring college/department must ensure that housing arrangements are in place prior to the Visiting Scholars arrival (so that the visiting scholar does not arrive with mistaken expectations and/or no housing arrangements in place).

**\_\_\_\_\_ /** **\_\_\_\_\_** As a faculty host, I understand that Visiting Scholars may not reside outside of the state of California

**Health Care Insurance:**

All visitors need to have health and accident insurance policy offering at least U.S. $100,000.00 (USD) in major medical and hospital coverage.

For Paid Visiting Scholars, the CSUN-sponsored health insurance does not become effective immediately. Therefore, proof of health insurance (including provisions for evacuation and repatriation) is required for the first 30 days of the appointment for themselves and dependents. Once the CSUN-sponsored health care benefits take effect, the visiting scholar will no longer need to provide proof of health care insurance.

Self-support Visiting Scholars must maintain Health Care Insurance for themselves and their dependents for the duration of their program.

**Repatriation and Evacuation Insurance:**

In addition to healthcare coverage, visitors must have insurance coverage of ***$25,000.00 (USD) in repatriation and $50,000.00 (USD) in evacuation costs*** through the duration of the program at CSUN. Additionally, the visitor’s deductible should not exceed $500 USD per accident or illness. Insurance may be purchased in the visitors’ home country or once they arrive in the US.

● The scholar should be prepared to provide a receipt showing proof of expiration date as well as the policy description, or a letter from the insurance company with your full name verifying that your current insurance meets the above requirements. Policies purchased in countries other than the United States must be officially translated in English and all relevant amounts must be in U.S. dollars.

|  |
| --- |
| **Information about the Faculty Host** |

The CSUN faculty member who is requesting visa sponsorship for a Visiting Scholar serves as host through the duration of the visitor’s stay.

**Faculty Host Name:** Click or tap here to enter text. **Department/Program:** Click or tap here to enter text.

**Title:** Click or tap here to enter text. **College:** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Mail Code:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.  **Please provide the name of a co-host who will supervise the visiting scholar when the Faculty Host is unavailable or on leave:  
Faculty coHost Name:** Click or tap here to enter text. **Department/Program:** Click or tap here to enter text.

**Title:** Click or tap here to enter text. **College:** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Mail Code:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**The Faculty Host and coHost are responsible for** **(please read and initial in blue ink):**

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am required to comply with university guidelines, policies and procedures.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am required to comply with TUC guidelines, policies and procedures when applicable to the program.  
  
**\_\_\_\_\_ /** **\_\_\_\_\_** I will notify the **Faculty Affairs Office** in the event of an emergency involving a Student Intern, as well as any information that I receive about the Student Intern that might represent a possible threat to their safety, security, welfare, or general well-being.

**\_\_\_\_\_ /** **\_\_\_\_\_** As a Faculty Host, I commit to not placing any Visiting Scholar in a position that could bring the Exchange Visitor Program (EVP) or the Department of State (DOS) into notoriety or disrepute.

**\_\_\_\_\_ /** **\_\_\_\_\_** As a Faculty Host, I will notify the Faculty Affairs Office of any information regarding the Visiting Scholar that might be a cause of embarrassment or disgrace to the DOS or EVP, to include, but not limited to, arrest, or engagement in illegal or immoral activities.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am responsible for screening and selecting qualified foreign nationals to carry out exchange initiatives

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that not submitting my Visiting Scholar Request at least 4-6 months in advance may result in a delayed start date for your visitor’s program. Paid Visiting Scholar request processing time: 2-3 months

* Un-Paid Visiting Scholar request processing time: 1-2 months

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am required to notify Faculty Affairs when I go on leave or I am unable to supervise the vising scholar and the Faculty coHost will step in to supervise.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am required to monitor the Visiting Scholar throughout the stay and reporting any issues or changes to Faculty Affairs as soon as they arise.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am responsible for ensuring that the foreign national is successfully carrying out the responsibilities for which entry to the United States was granted.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am responsible for documenting and reporting all of the cultural exchange experiences activities to which the visitor participated.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am responsible for verifying that the Visiting Scholar is proficient in the English language.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am responsible for ensuring that the visitor has the appropriate insurance per the government regulations.

**\_\_\_\_\_ /** **\_\_\_\_\_** I understand that as a faculty host, I am responsible for ensuring that exchange visitor has sufficient finances to participate in the program and to support his/her spouse and dependents, if any.

How many Visiting Scholars are you currently hosting? Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| Name | Program End Date | Possibility of Program Extension (Yes/No) |
|  |  |  |
|  |  |  |
|  |  |  |

**Please Note:** Faculty hosts with more than two visiting scholars must submit a management plan indicating what measures will be taken to adequately supervise all scholars being hosted.

By signing, I acknowledge my responsibilities and understand that if I do not comply with university guidelines, the visa sponsorship of my visitor(s) may be rescinded and my college will have to pay for the travel expenses for them to return to their country. I may also lose my privilege to invite future international visitors.

**Faculty Host Signature**: **\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_**

**Faculty coHost Signature**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Scholar Screening, Selection, and Export Control** |

**Screening and Selection of Program Participants:**

Sponsors devise a method and criteria for selecting participants for their programs. All sponsors, regardless of category, are required to determine 1) the suitability of their program for prospective participants; and 2) that participants have sufficient proficiency in the English language to participate in their programs. In addition, specific regulations pertaining to program categories may define other criteria. Please consult the regulations for each category for details on the specific screening requirements [22 CFR 62.10(a)].

**Proof of English Language Proficiency:**

A program sponsor’s “screening and selection system” must include determining sufficient language proficiency per the following law:

***“The exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” 22 CFR 62.10(a)(2) [10}***

The University requires that any visiting scholar provide TOEFL test scores prior to accepting this request. Documentation of the TOEFL score must accompany this request. Additionally, upon arrival, the visiting scholar will be interviewed by the CSUN J-1 Advisor during check-in to verify language proficiency.

**STEP ONE: Test score**

All visiting scholars must provide their official scores of the [Test of English as a Foreign Language](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.ets.org_toefl&d=AwMFaQ&c=Oo8bPJf7k7r_cPTz1JF7vEiFxvFRfQtp-j14fFwh71U&r=Ht0ZdhqK1JFBkOE1uPnS2KKk9lOrl5EmQU49gdWJljk&m=Ax8uUbZm_ysVt_14M8MTn0ZyJdE5g1aByNacR5wwbvU&s=7V1ijyBuU396ZZIrDc6NBoSCbazINTr_5oYeDZqePno&e=) (TOEFL), the approved English proficiency exam for international visiting scholars at CSUN. The only exception to this requirement is if the scholar has a Bachelor's or Master’s degree from a U.S. college or university. In order to be considered sufficiently proficient, the scholar must earn at least 500 on the paper-based exam, 79/80 on the Internet-based exam, or 213 on the computer-based exam. In the event that the TOEFL is unavailable, two other exams that can be used to determine English language proficiency are IELTS and PTE Academic. In order to be considered sufficiently proficient, the scholar must earn at least 6.5 or higher for the IELTS or 58 or higher for the PTE Academic. No exceptions.

**STEP TWO: Face-to-face verification**

During the request to sponsor international visitors, faculty sponsors are required to confirm that they have verified that the level of English proficiency meets the government standards specified above. Upon arriving to the campus, all visiting scholars will be interviewed during the mandatory orientation and sign-in process. The interview will take place in the Office of Faculty Affairs. The purpose of the interview will be to verify that the scholar has sufficient proficiency in the English language as described above. The outcome of the interview will be documented.

In the event that the scholar is not able to engage in conversation during the interview, the faculty sponsor will be informed and the scholar will have to return to their home country. In these cases, the faculty sponsor is responsible to pay all of the traveling costs associated with the return of each scholar.

**My scholar’s test score is:** Click or tap here to enter text. **I used the** Click or tap here to enter text. **exam.**

Evidence of the score must be attached to this request.

**Waiving the English Language Proficiency Requirement**

The English language proficiency requirement may be waived under particular circumstances.

* Is the applicant a native of the U.S., the United Kingdom, Ireland, Australia, New Zealand or English medium universities in Canada or South Africa? Click or tap here to enter text.
* Did the applicant study in full-time status for at least **one academic year** within the last five years in the U.S., the United Kingdom, Ireland, Australia, New Zealand or English medium universities in Canada or South Africa? Click or tap here to enter text.

Evidence such as transcripts or degree(s) associated with these studies must accompany this request in order to be considered for the waiver.

If the waiver requirement is not met, but the Faculty Host believes the visiting scholar is proficient in the English Language, please state below when and how this requirement has been met. Additionally, provide any and all evidence necessary to justify your request for a waiver. Click or tap here to enter text.

**Export Control:**

Export includes the transfer of communication (either oral or written) of restricted data or technology to a foreign national within the United States – including by means of lectures, seminars, presentations and publications. The consequences of violating export control laws can be quite severe, ranging from loss of research contracts, to money penalties, to jail time for the individual violating these regulations. For these reasons, it is important for all personnel involved in sponsored programs activities to be aware of obligations under the export control laws. For more information, please visit the following: <https://www.trade.gov/us-export-controls>

**Export Administration Regulations (EAR):**

Title 15, sections 730-774 of the Code of Federal Regulations (CFR) are promulgated and implemented by the Department of Commerce. The EAR regulates the export of goods and services identified on the Commodity Control List (CCL), Title 15 CFR section 774, Supp. 1. The complete text of the EAR and CCL are available online at <https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear>.

**International Traffic in Arms Regulations (ITAR):**

22 CFR sections 120-130, are promulgated and implemented by the Department of State and regulate defense articles and services and related technical data that are identified on the Munitions Control List (MCL), 22 CFR S 121.1. Complete versions of the ITAR and MCL are available online at: <https://www.pmddtc.state.gov/ddtc_public>, Government Publishing Office site: <https://www.gpo.gov/> and at the Website for the Federation of American Scientists: <https://fas.org/about-fas/>.

The following questions must be answered by the Faculty Host/Supervisor:

Are there any personnel restrictions for this project based on nationality? Click or tap here to enter text.

Are there any publication restrictions on the output of this research? Click or tap here to enter text.

Will the beneficiary be provided access to any of the following?

* 1. Technology or information marked export-controlled?  Yes  No
  2. Sponsor or third-party proprietary or confidential materials, information, or software?  Yes  No
  3. Encryption source code?  Yes  No
  4. Equipment or information specifically designed or developed for military or space applications?  Yes  No

If you answered “yes” to any of the questions above, please summarize the nature of the work to be performed in relation to the questions above: Click or tap here to enter text.

|  |
| --- |
| **Information about the Proposed Visiting Scholar** |

* Has the Visiting Scholar had a J-1 visa before? Click or tap here to enter text.
* If Yes, please state the dates: Click or tap here to enter text. *\*Attach a copy of the previous DS2019.*
* SEVIS ID of visitor who previously participated in the J-1 program: Click or tap here to enter text.

Last Name (Family Name): Click or tap here to enter text. First Name: Click or tap here to enter text.

Middle Name:Click or tap here to enter text. Passport Name: Click or tap here to enter text.

Birth date: Click or tap to enter a date. City of Birth: Click or tap here to enter text.

Country of Birth: Click or tap here to enter text. Country of Citizenship: Click or tap here to enter text.

Country of Legal Permanent Residence: Click or tap here to enter text. Male:  Female:  Other:

**Address for receipt of the Official Invitation**

Please include a complete mailing address, cell phone and home telephone number (if applicable) to which the letter of invitation and DS-2019 Form should be sent. If other handling is desired, please specify the person to contact or procedure to be followed:

Organization Name: Click or tap here to enter text.

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Address 1: Click or tap here to enter text.

City: Click or tap here to enter text. Country: Click or tap here to enter text.

Postal Code/Zip Code: Click or tap here to enter text.

Address 2 (If Applicable): Click or tap here to enter text.

City: Click or tap here to enter text. Country: Click or tap here to enter text.

Postal Code/Zip Code: Click or tap here to enter text.

Cellular Phone: Click or tap here to enter text. Landline/Home: Click or tap here to enter text.

Office Phone: Click or tap here to enter text. Fax: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Highest degree obtained: Click or tap here to enter text. *\*Attach a transcript showing degree conferral with this application.*

Is the visiting scholar enrolled as a student in an academic program in their home country? Click or tap here to enter text.

If Yes, please state the degree type and name of the University the student is currently enrolled in:

Click or tap here to enter text.

If No, please state the visiting scholar’s home academic or administrative affiliation (department, school, University, etc.): Click or tap here to enter text.

|  |
| --- |
| **Proposed J-1 Program** |

**Dates of the Proposed Visit:**

The planned dates of the visit should only reflect the appointment time the visitor will be at CSUN.

**Arrival Date:** Click or tap to enter a date.

**Departure Date:** Click or tap to enter a date.

**Extension Date for Current Program:** Click or tap to enter a date.

**\_\_\_\_\_ / \_\_\_\_\_** As a faculty host, I understand that the minimum program duration for a J-1 Professor or Research Scholar is three weeks and may not exceed five (5) consecutive years.

**Purpose of the Visit:**

The Exchange Visitor Program is intended to promote mutual understanding between the people of the United States and the people of other countries by educational and cultural exchanges. In particular, the exchange of professors and research scholars is intended to promote the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries. The main purpose of the Exchange Visitor Program is to foster global understanding through educational and cultural exchanges. All exchange visitors are expected to return to their home country upon completion of their program in order to share their exchange experiences.

**Please indicate how the relationship with the visiting scholar was established and attach any relevant communication with exchange visitor:**

Referral

Faculty Host Invitation

Visiting Scholar Request

Recruitment

**Proposed Visa category:**  
 **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.   
  
 **Professor** (reserved for specific cases): 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

Proposed job title for scholar: Click or tap here to enter text.

(**TUC categories**: Post-Doctoral Fellow or Researcher)

**Details of Proposed Program:**

1. What about the expertise of this individual justifies inviting this visiting scholar? How does his/her work and scholarly accomplishments add to the department’s and/or college’s instructional and research strengths*? Please include a CV with this request form.*  
   Click or tap here to enter text.
2. What is the specific research and/or instructionally-related assignments for the visiting scholar during his/her stay? Please provide a detailed, non-technical description of the responsibilities and job duties as this will be used for the invitation letter and SEVIS system.  
   Click or tap here to enter text.
   1. Site of Activity a.k.a. Location of work Click or tap here to enter text.   
      *\*Please note that requests to use third parties and/or outside host organizations must be made separately and submitted six to eight months in advance of the proposed visit.*
   2. Days/ times of work Click or tap here to enter text.
   3. Hours Per Week Click or tap here to enter text.
   4. How will expectations and tasks be communicated Click or tap here to enter text.
3. If applicable, what is the reason you are requesting an EXTENSION?  
   Click or tap here to enter text.
4. Please indicate what specific cultural programs/activities will be incorporated to the visitor’s experience while in the U.S. (Some examples of cultural programs and activities could be attending lectures by U.S. scholars/faculty/students; providing lectures to U.S. faculty/staff/students; attend performances which expose visitors to the U.S. culture; and other activities that promote cultural exchange.)   
   Click or tap here to enter text.

**Funding:**

Please provide a budget for the planned visit, and indicate the dollar amount for each item to be provided. The budget should include all committed resources. Living expenses are not to be confused with wages. Though necessary expenses may vary from one visitor to another, typical budget items include the following: compensation (if any) for the visiting scholar/instructor; general office-expense or lab-funding allowance; office and/or lab space; office and/or lab equipment; library access; access to designated campus facilities (e.g., CSUN Recreation Center); student and/or teaching assistant/s; and housing and living expenses. If there are specific expenditures involved (beyond allocation of resources – office, existing equipment, etc.), please indicate the sources of the funding, e.g., general fund, Trust, University Corporation grant, and/or grants held by the visiting scholar or made by his/her home institution.

NOTE: If the grant funding is managed by The University Corp (TUC), please include the project ID and account number. The University Corp. will verify that appropriate funds are available.

**Sources of Financial Support:**

The various possible funding sources are listed in the table below. For self-supported visiting scholars, proof of financial support must be submitted (via BOX) with this request. A personal bank statement(s) certifying funding sources(s) and amount(s) in dollars and/or a letter from the proposed Visiting Scholar’s home institution (college/university)/ sponsoring organization in addition to providing information below. Provide supplemental documentation translated and with USD conversion.

* ALL self-support scholars must demonstrate having at least $2500 per month for living expenses for the duration of their stay.
* Minimum salary requirements for scholars hired through TUC: Visiting scholars are hired and classified as exempt employees, and thus, salary requirement must meet the California minimum wage for exempt. *As of January 1, 2024, California exempt minimum salary will be $66,560*.
* Minimum salary requirements for scholars hired through CSUN HR will depend on the Job Code the scholar is hired into. Please discuss this funding source in detail with your CSUN J-1 Advisor and college DFO.

If at any point during the visit, the scholar is hired to work at the University, the Faculty Host is responsible to obtain approval from the University by contacting Ashley Thompson in Faculty Affairs ([international.scholars@csun.edu](mailto:international.scholars@csun.edu), ext. 4758)

**Please note the amounts below must be exact as they will be used for the visiting scholar’s invitation letter which is our contractual agreement with them for their stay.**

|  |  |  |  |
| --- | --- | --- | --- |
| Funding Source | Amount  per month  (USD) | # of  Months | Total  Amount |
| **CSUN** General Fund Account # Click or tap here to enter text. | $ |  | $ |
| **The University Corp**  Account # Click or tap here to enter text. | $ |  | $ |
| **U.S. Government agency** funds to ***this*** Exchange Visitors:  Name of Agency: Click or tap here to enter text. | $ |  | $ |
| **International Organization**: Name of Agency funding thisExchange Visitor [e.g., UN, WHO, NATO]: Click or tap here to enter text. | $ |  | $ |
| **Exchange Visitor’s Government:**  Name of Agency: Click or tap here to enter text. | $ |  | $ |
| **Other organizations/Institutions** in the U.S. or abroad:  Names(s): Click or tap here to enter text. | $ |  | $ |
| **Personal funds** (\*must include a copy of bank statement from the last two months) | $ |  | $ |

**Verification of The University Corporation (TUC) Grant Funds**

**The University Corporation (TUC) at CSUN Human Resources Approval****:**

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Budget Verification from** **TUC if the planned visit will use CSUN grant funds managed by TUC:**

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Benefits associated with the Visiting Scholars program:**

As part of the resource allocation, what type of benefits do you intend to provide for the duration of the visit?

**No Benefits** - for salaried employees who work less than 29 hours a week and/or have an appointment of less than 3 months

**Benefit Category Group A** –for salaried employees working an average of 20 or more hours a week

* Vacation - Paid Holidays
* Sick Leave - Retirement Benefits (under specific conditions)
* Personal Holiday - Tax Sheltered Annuity Plan

**Benefit Category Group B** - for employees working an average of 30 or more hours a week

* Vacation - Dental Plan
* Sick Leave - Vision Plan
* Personal Holiday - Life Insurance/AD&D
* Paid Holidays - Retirement Benefits (under specific conditions)
* Health Insurance - Tax Sheltered Annuity Plan

**Request Support Document Checklist**:

Completed Request Form with Faculty Host initials throughout as well as F and DFO’s signature.

English Language Exam score (or attached waiver evidence and explanation).

Transcript/Degree copies with translations.

Statement of support from proposed visitors home university or organization if applicable.

Banking statement (translated) when applicable w/ currency conversion.

CV or Resume

DS2019 copy, if had a J-1 visa before

**Upon arrival, the visiting scholar must also**:

Provide proof of insurance

Provide a home address while at the University

Attend an orientation in the Office of Faculty Affairs (language verification included)

Attend an HR orientation in The University Corporation

**SIGNATURE PAGE**

**Electronic signatures are accepted, Adobe sign is not as it locks the document. The faculty host is responsible for obtaining the Chair, Dean, and DOF signatures.**

**DEPARTMENT CHAIR’S SIGNATURE**: The signature of the sponsoring department’s/program’s chair/director indicates approval of the plan and the department’s readiness to assume the responsibilities involved in sponsoring and hosting this proposed Visiting Scholar.

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**DIRECTOR OF FINANCE AND OPERATIONS (DFO)**: The signature of the sponsoring college’s DFO, below, indicates that all elements of the funding table have been reviewed.

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**COLLEGE DEAN’S SIGNATURE**: The signature of the sponsoring department’s/program’s dean indicates the college’s support for this proposed Visiting Scholar, confirmation that the proposed visit will be of significant benefit to CSUN and the college’s faculty and students, and that the college confirms its willingness to provide the resources and support needed for this Visiting Scholar as outlined above.

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**FACULTY AFFAIRS**: The signature of the Associate Vice President for Faculty Affairs confirms that this form has been completed in keeping with university procedures and provides the information necessary to approve the request and process a formal letter of invitation.

Print Name: **Christina Von Mayrhauser, AVP Faculty Affairs**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**CSUN VICE PROVOST**: The signature of the Vice Provost (or designee) indicates that the Vice Provost has been informed of this planned visit and supports its moving forward as described above.

Print Name: **Joy Borah, Vice President for Academic Affairs**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Return Completed form to:**

**Ashley Thompson  
<ashley.thompson@csun.edu>**

**Office of Faculty Affairs**

**VH 305, Mail Code: 8220**