

CSU International Exchange Visitor Authorization Form

Hosting preparations should begin at least **three (3) months** before exchange visitor's anticipated arrival.

Late requests may not be possible to process, due to the length of necessary preparations,

Dept. must initial the below items marked as * to indicate they have been reviewed.

I. Initial Preparation

- * Hosting department contacts CIE to discuss procedures and requirements of bringing exchange visitor to CSU.
- * Hosting department identifies college or departmental coordinator of visit who will be contact person for CIE.
- * Hosting department informs CIE of this contact person - _____
- * Hosting department must show proof of exchange visitor's English language proficiency through one of the following: Interview (Skype or similar that has been recorded) / TOEFL score / confirmation that they are a native speaker (through school transcripts or similar)

Required Documents

* Offer Letter/Letter of Invitation and/or Terms of Agreement - from department chair or dean. (CIE can provide templates or assistance with these items.)

Terms of Agreement should include:

- Salary information (or statement that they will be funded by their home institution or government) including honoraria, living expenses, local accommodation, international travel and local transportation
- Period of employment/research,
- Reason for stay (visiting artist, lecturing, research, teaching, etc.).

* Provide copy of these documents to CIE once offer has been extended

* Provide contact information of exchange visitor (email address, etc.) to CIE

* If the exchange visitor will be teaching at CSU, it is required that they provide original or certified copies of transcripts from all institutions from which the exchange visitor received university degrees

Costs

* Department or College will be responsible for all hosting costs not covered by the scholar and/or his/her sponsor.

* Department or College will be responsible for the express mailing of paperwork. Cost is \$100. CIE will invoice the Department or College for this.

II. Visa Process

Upon receipt of the above documents, CIE will:

- Contact the exchange visitor and complete DS-2019 application form for J-1 visa.
- Obtain signatures of department chair and dean hosting the exchange visitor
- Issue DS-2019/J-1 visa form and express mail it to exchange visitor

III. Exchange Visitor Responsibilities

The incoming exchange visitor will:

- Provide CIE with all necessary information and documentation to complete and issue DS-2019/J-1 visa form, including:
 - Copy of current passport
 - Any previous DS-2019s issued, if applicable
 - Date and location of expected arrival to U.S
 - Date(s) and location(s) of travel to any other locations for personal, lecturing, researching or working immediately before, during, or immediately after period of stay at CSU.
 - Proof of funding to cover such travel or work at other locations.
- Pay the SEVIS fee and any other required visa processing fees and schedule appointment at nearest U.S. embassy/consulate to obtain their visa

Mandatory Health Insurance

The incoming exchange visitor is required to:

- * Purchase health insurance through CIE as mandated by the Department of State
- * Maintain insurance coverage throughout visit.

Academic Affairs Requirements (for scholars being paid a salary by CSU)

- * Exchange Visitor must provide original or certified copies of transcripts and/or diplomas for all degrees earned
- * Exchange Visitor must complete employment packet

IV. Departmental Responsibilities**Language Proficiency****Department of State regulations mandate for all Exchange Visitors –**

That the Exchange Visitor possess sufficient proficiency in the English language to participate in his or her program. English proficiency must be documented, verified, and forwarded to CIE in the following way(s) (please check all that apply):

- Phone Conversation – recorded with the permission of the Exchange Visitor
- Personal Interview – recorded via video conference such as Skype/Google Hangouts, etc.
- TOEFL Score
- Native Speaker – provide documentation

Salary / Honoraria / Living Expenses

- See CIE for payment procedures and reimbursement of visiting international faculty.
- Offer Letter or Letter of Invitation and/or Terms of Agreement, see above
- CIE to assist in completing PAR and submit to Human Resources, if applicable

Housing

- Exchange visitors may reside in the CSU Visiting Scholar Apartments at RiverPark Campus, if available.
If the exchange visitors can be housed in the CSU Visiting Scholar Apartments and they are an international visitor, there will be no charge for short-term housing.

_____ * Department will coordinate housing if the CSU Visiting Scholar Apartments are not available. Contact CIE for assistance if necessary.

Office/Computer/Phone

_____ * College or Departmental responsibility.

_____ * Novell login-in / E-mail account request – dept. to complete and submit paperwork. CIE to assist as necessary.

CSU ID

_____ * College or Departmental responsibility.

_____ * Scholars funded from their home institution or government WILL NOT be issued a CSU ID card.

_____ * The Faculty Mentor for the College or Department will be responsible for checking out research materials/books from the CSU Library, etc.

V. Upon Arrival

Welcome Activities

_____ * Hosting department will coordinate and inform CIE regarding the following:
(1) airport pick-up
(2) contact numbers in case of emergency
(3) settling in activities
(4) campus tour, and
(5) welcome reception, if applicable.

_____ * Hosting department will distribute copies of any itineraries to all involved.

Orientation / Procedures

Orientation with HR, to complete payroll/tax forms, if applicable - CIE to schedule.

*** Social Security Number** is required for scholars receiving a salary from CSU (can take several weeks to obtain). CIE to provide letter for exchange visitor to take to Social Security Office.

Payroll – HR to set up direct deposit for CSU salary. Exchange visitor should check with HR to make sure salary is arriving at the end of the month and that withholding correctly reflects visitor's status.

*** Bank account** – Required for CSU salary direct deposit. (SSN, Georgia State ID or home country passport required) – CIE or sponsoring department to assist.

CSU ID card – HR to assist, unless scholar is fully funded by their home institution. See above.

*** Grocery shopping** - department to arrange initial and assist with future transport

*** Outreach:** Schedule as a guest speaker in classes or in a public forum (CIE will help with arrangements and publicity). Please inform CIE of any such public event so that staff can answer questions and the event can be mentioned in annual reports.

*** Off-campus travel** must be reported to CIE.

Cross-Cultural Activities for Exchange Visitor and Dependents

*** Department of State regulations mandate for all Exchange Visitors** -The hosting department is required to keep track of all cross-cultural activities in which the exchange visitor and their dependents (if applicable) take part. The mentor or a representative from the hosting department should email this information to Christine Murphey, CIE, murphey_christine@columbusstate.edu.

We have read this document and agree to abide by its contents and to work with CIE to bring the exchange visitor to CSU.

Signature of Dept. Chair - sponsoring Department

Date

Signature of Dean - sponsoring College

Date