HOST DEPARTMENT CONFIRMATIONS

MICHIGAN STATE UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
Phone: 517.353.1720 | Fax: 517.355.4657
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In hosting a J-1 Exchange Visitor (EV), there are certain responsibilities to be assumed by the host department to ensure the J-1 exchange visitor has adequate academic and logistical support.

EXCHANGE VISITOR NAME: _____

EXCHANGE VISITOR DATE OF BIRTH: _____

→ **FEE**: Is your department charging a fee to host this EV? Yes ☐ No ☐
If yes, what is the amount you will charge to the EV? $ _____

Please note that OISS will charge your Department a processing fee of $150 for each visiting scholar and student intern upon their arrival to MSU.

HOST FACULTY RESPONSIBILITIES

☐ I confirm I will engage in regular collaborative contact with the EV during the J-1 program and understand a minimum of monthly contact is required.

☐ I confirm that EV's in-person engagement will be at least 60% of their total engagement (e.g. 3 days per week)

☐ I understand that EVs are here primarily to engage in academic program activities other than course enrollment, so any course enrollment should be limited. Classroom / Seminar Participation may not exceed the following limitations:

- 9 clock hours per week of non-credit-bearing classroom activity; or
- 6 hours of enrolled undergraduate credits per semester; or
- 4 hours of enrolled graduate credits per semester.

☐ For those departments hosting J-1 Research Scholars or Professors ONLY: If the EV will be outside the U.S. for 30 days or more during her/his J-1 program, and continue the MSU J-1 program engagement, I understand I must notify OISS prior to the scholar's departure from the U.S. This notification will allow OISS to maintain the J-1 record as active while the scholar is abroad.

☐ I understand that should an EV's appointment end and s/he is unable to find an alternative host arrangement, the EV will be required to leave the U.S.

☐ If an EV is not performing as expected, I will provide at least two weeks' notice prior to termination of the EV's assignment or appointment.

☐ If an EV completes her/his program more than 15 days prior to the scheduled end date of the J-1 program, I will notify OISS by sending a message to jvisas@msu.edu.

RESPONSIBILITIES SHARED BETWEEN HOST FACULTY AND HOST DEPARTMENT

- [ ] I understand the EV must enroll in Health Insurance upon arrival to the U.S. that will meet the J-1 requirements and that EV must provide proof of enrollment within 30 days of check-in with OISS.

- [ ] I understand I need to provide regular and timely communication with OISS regarding any issues or concerns that arise and will encourage the EV to do the same.

- [ ] We are responsible for ensuring that the EV has access to sufficient information to make appropriate housing arrangements for themselves and any accompanying family members. (Host departments may choose to make these arrangements themselves.)

- [ ] We are responsible for ensuring the EV has access to sufficient information to arrange safe transportation from the airport to their lodging. (Host departments may choose to make these arrangements themselves.)

- [ ] We are responsible for helping the EV with an initial shopping trip to obtain immediately necessary supplies (i.e., towels, bedding, cooking supplies).

- [ ] We confirm we will provide the EV access to any necessary resources such as library facilities, course observation, and office resources.

- [ ] We will ensure the EV checks in with OISS as soon as possible after arrival.

- [ ] If there are material changes to an EV's program (i.e., site of activity, change in supervisor, funding updates), we will immediately submit an Update Notification Form with supporting documents to OISS.

- [ ] Should we wish to extend an EV's program, we understand we are responsible for submitting the DS-2019 Extension Request to OISS.

- [ ] We confirm that the EV will not hold a tenure-track position while maintaining J-1 status.

Faculty Name:

Faculty Title:

Host Department Name:

Faculty Signature: **Date:**