

**J 1 EXCHANGE VISITOR PROGRAM
THIRD PARTY HOST AGREEMENT**

MICHIGAN STATE
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

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Michigan State University (“MSU” or “Sponsor”), a public institution of higher education in East Lansing, Michigan, is authorized by the U.S. Department of State to sponsor program participants under the J-1 Exchange Visitor Program. J-1 exchange visitors (“EV”) sponsored by MSU may participate in the program as research scholars or students engaged in academic training at an organization which has a third-party agreement with MSU.

_____ (“Host Organization”) is a third-party organization that intends to provide the EV an opportunity to enhance his/her skills and knowledge through a guided learning experience and cultural exchange. In hosting the EV, the Host Organization must assume certain responsibilities to ensure the EV has adequate training, resources, and logistical support. The Host Organization agrees to comply with and certify the following:

REGULATORY CONFIRMATIONS

- I confirm that EV’s in-person engagement will be at least 60% of their total engagement. (e.g. 3 days per work week).
- I have completed the [Third-Party Host Orientation](#) required by the MSU Office for International Students and Scholars (“OISS”) and reviewed the related training module agreeing to abide by all federal rules and regulations governing the J-1 Exchange Visitor Program codified at [22 CFR Part 62](#).

PRE-ARRIVAL (if EV is relocating)

- The Host Organization agrees to assist the EV secure suitable and affordable housing accommodations for the EV and all accompanying family members.
- The Host Organization will ensure the EV can secure safe transportation for themselves and accompanying family members from the airport to their housing, should the EV travel to the site by air.

PROGRAMMATIC SUPPORT

- The Host Organization will provide the EV access to sufficient resources, equipment, and trained personnel in order to fulfill the objectives of the J-1 program.
- The Host Organization will engage in regular collaborative contact with and provide mentoring to the EV by experienced and knowledgeable staff.
- The Host Organization must notify OISS in advance of any material changes to the EV’s program, including, but not limited to, changes in activity site, supervisor, content of program, duration of program, or financial support.
- If the EV must travel outside of the U.S. for more than 30 days during the program, the Host Organization will notify OISS a minimum of one week prior to departure to allow OISS to evaluate whether the EV’s absence and travel are permissible.
- If any issues arise with the EV’s performance, the Host Organization will notify OISS in advance of taking disciplinary action, including termination, against the EV.
- The Host Organization will notify OISS immediately if the EV is absent for more than five consecutive days without notice, completes the program prior to the anticipated end date, or chooses to stop participating in the program prior to the end date.
- The Host Organization agrees to contact OISS immediately in the event of any emergency or situation that impacts the EV’s health, safety, or welfare.
- If hosting a J-1 student on Academic Training work authorization, the Host Organization must complete an evaluation of the student before the end of the training.

HOST ORGANIZATION REPRESENTATIVE		MSU J 1 ALTERNATE / RESPONSIBLE OFFICER	
Signature:		Signature:	
Name:		Name	
Title:		Title:	
Date:		Date:	