Host Organization Orientation

MICHIGAN STATE UNIVERSITY

J-1 EXCHANGE VISITOR PROGRAM

Purpose of Orientation

The orientation program is directed at organizations/entities that intend to host either J-1 Research Scholars or J-1 Students engaged in Academic Training.

We will refer to MSU's J-1 Research Scholars and J-1 Students as "Exchange Visitors" or "EVs".

Purpose of Orientation

Hosting an EV incurs certain obligations on the part of the host organization.

MSU wishes to ensure that every host organization is aware of its obligations prior to hosting an MSU EV.



The Exchange Visitor Program

The J-1 Exchange Visitor Program is a visa program administered by the U.S. Department of State and was created by the Fulbright-Hayes Act of 1961.

Preamble:

"…To enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange…"

What does that mean for you?



The J-1 visa is not an employment visa, though employment is permissible under certain circumstances.

All organizations hosting EVs are expected to provide a well-rounded experience for each EV, including opportunities for cultural exchange.

All organizations hosting EVs are also expected to ensure the health and safety of EVs while engaged in program activities.

Cultural Exchange Ideas

Ideas for potential cultural activities:

- Baseball Games
- Football Games
- Parades
- Festivals
- Museums
- Holiday Events
- Concerts / Performances



Cultural Exchange Ideas

We recommend that host organizations provide an opportunity for the EV to share about their home country and culture as well!

Ideas:

- Brown bag lunch discussion
- Casual lecture
- Sharing food from home culture

Be curious! Ask questions!



Host Organization Expectations

Your organization must report any of the following events to MSU:

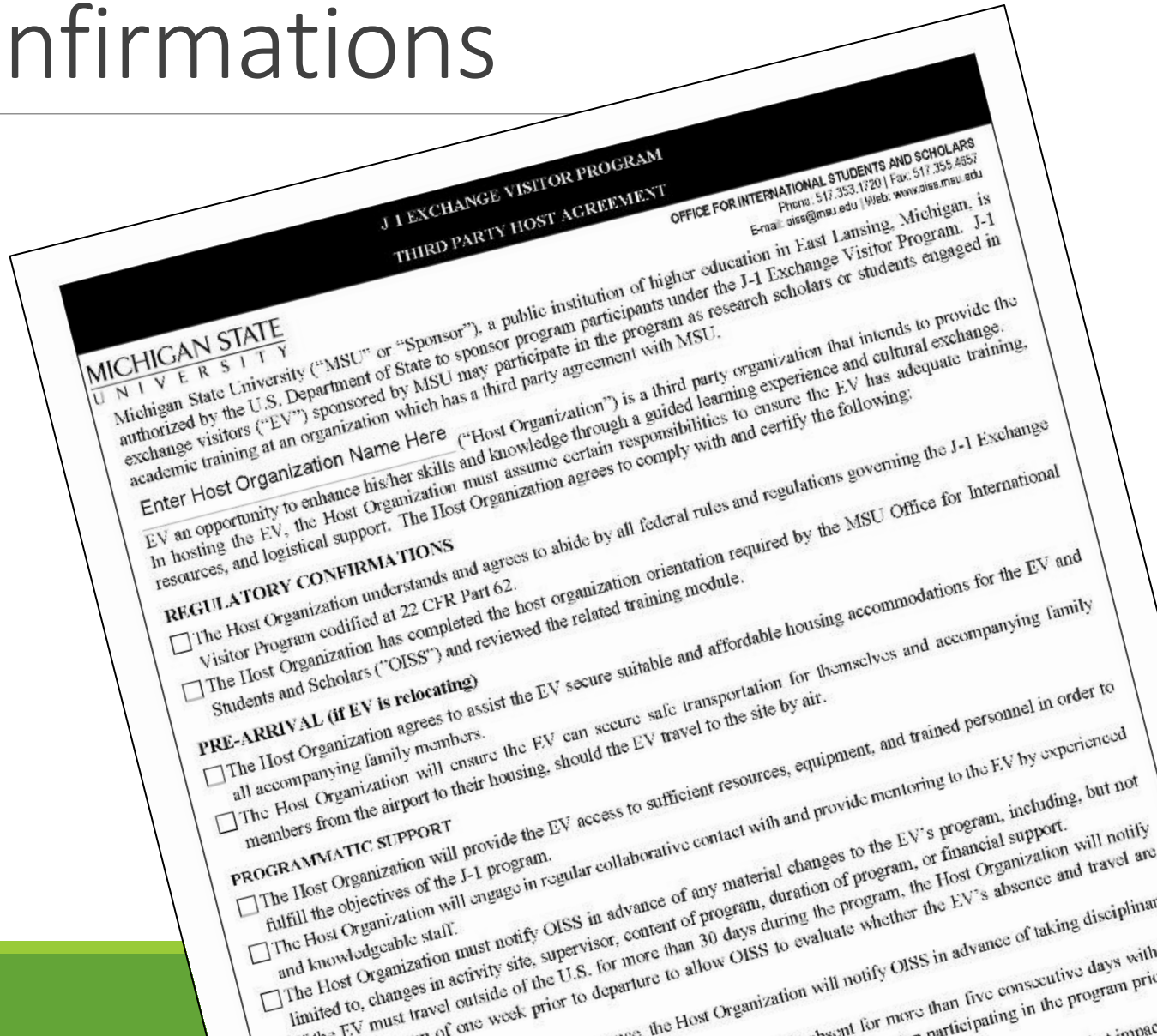
- Concerns regarding EV's health, safety or welfare
- Changes in EV's responsibilities, work location, supervisor
- Disciplinary actions toward EV
- Potential termination of EV
- Termination of EV
- EV's failure to participate in expected activities
- General concerns



Third Party Host Confirmations

Please make sure you review and understand the “Third Party Host Confirmations” form.

This form constitutes the written agreement between MSU and your organization.



J-1 EXCHANGE VISITOR PROGRAM

THIRD PARTY HOST AGREEMENT

MICHIGAN STATE UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

Phone: 517.353.1720 | Fax: 517.355.4657

E-mail: oiss@msu.edu | Web: www.oiss.msu.edu

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.

Enter Host Organization Name Here (“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

☐ The Host Organization understands and agrees to abide by all federal rules and regulations governing the J-1 Exchange Visitor Program codified at 22 CFR Part 62.

☐ The Host Organization has completed the host organization orientation required by the MSU Office for International Students and Scholars (“OISS”) and reviewed the related training module.

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.

☐ The EV must travel outside of the U.S. for more than 30 days during the program, the Host Organization will notify of one week prior to departure to allow OISS to evaluate whether the EV’s absence and travel are

the Host Organization will notify OISS in advance of taking disciplinar

absent for more than five consecutive days with

participating in the program prio

Final Evaluation

For students on Academic Training only:

Upon completion of the Academic Training period, the J-1 student is required to submit a signed performance evaluation to OISS.

As the student nears the end of their Academic Training, please reflect on their work and goals accomplished to complete the written evaluation. The evaluation will need to include the supervisor's signature.



Host Organization Expectations



THANK YOU for being a host!

Michigan State University

Office for International Students and Scholars

427 N Shaw Lane
International Center Room 105
East Lansing, MI 48824

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