

## Hosting Department Agreement for Visiting International Scholars

### Overview

University of Northern Colorado welcomes international scholars and students through special exchange programs with international partner institutions and on general programs involving research and teaching activities. Visiting scholars come to UNC as part of the J-1 Exchange Program for which UNC maintains an active U.S. Department of State designation. Per [CFR § 62.1 \(b\)](#), the purpose of the J-1 Exchange Program is to provide exchange visitors with "*opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries.*"

As the J-1 Exchange Program is sponsored by the Department of State (DOS) for the purpose of cultural and professional exchange, it is not appropriate for tenure track positions, it may not be used for the sole purpose of employment in the United States.

### Timing

Please **allow 90 days** between OGE's receipt of the completed application from the scholar (including financial documentation) and your exchange visitor's program

Hosting Department: \_\_\_\_\_

UNC Host Sponsor Name: \_\_\_\_\_ Host Phone: \_\_\_\_\_

**Category:** Please indicate which category best fits the scholar's purpose and length of stay. Refer to Appendix.

- Short-Term (less than 6 months)
- Research (3 months to 5 years)
- Professor (3 months to 5 year)

**English Proficiency:** Please indicate how the scholars English will be assessed. Refer to appendix for requirements and means of showing proficiency.

- Native English Speaker
- English Exam Scores
- Recent degree in English

**Proposed objectives and title of research project**

**Site of Activity (physical address):** \_\_\_\_\_

Where will the exchange visitor be conducting their teaching, research or other activities? (Host Department address, lab? Other areas). Additional pages may be attached if intended research and activities will take place at multiple sites (each site must be documented for immigration, so Host Faculty/Staff agree to update OGE if additional sites of activity are added at a later date).

**Financial Support:**

Will this visiting scholar ANY receive funding from UNC?  Yes  No

If YES, funding amount for the duration of the program \_\$\_\_\_\_\_

If YES, is this scholar being hired by a department via H.R. processes?  Yes  No

If YES, is the offer of funding included in the Invitation Letter?  Yes  No If



questions about schools in the area. The faculty sponsor/host agrees to provide guidance in enrolling dependents in local schools. OGE will assist to the best of their ability

# Appendix

## The Exchange Visitor Program

Per the US Department of State, “To be eligible for designation as a program sponsor, an organization must demonstrate its ability to comply and remain in continual compliance with all provisions of the Exchange Visitor Program regulations (22 CFR Part 62) and meet its financial obligations and responsibilities attendant to successful sponsorship of its exchange program; see 22 CFR 62.3(b) and 22 CFR 62.5(b) of the regulations,” including following established regulations, rules, guidance directives and advisory letters from relevant agencies.

Failure to responsibly and appropriately administer a program may result in sanctions ranging from reprimands, probation, corrective action plans, and program reductions, up to and including revocation of Sponsor designation or denial of a redesignation application, or removal of Alternate/Responsible Officers.

## Category and Duration

The US Department of State has approved UNC to provide J-1 programs in the following categories: [Professor](#), [Research Scholar](#), [Short-Term Scholar](#), and [Student](#). Each category has requirements that a scholar must meet in order to be classified within the category. The maximum period of time authorized for an exchange visitor

**Notes:** Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Incidental lectures or short-term consultations are permitted with the approval of the Responsible Officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date

### Professor (22 CFR § 62.20):

**Purpose of Visit:** Teach or lecture at university, observe or consult.

**Position in Home Country:** Professor, Researcher, Post-doc or Pre-doc, Graduate Students/Similar (Doctors, attorneys, etc).

**Visitor Eligibility:** Temporary, non-tenure track appointments. Minimum qualifications: bachelors' degree with appropriate experience in the field in which research is to be conducted. Not physically in U.S. for all or part of 12-months preceding start date, unless excluded according to 22 CFR 62.20(d)(2)(i-iii).

**Duration of U.S. Visit:** 3 weeks - 5 years.

**Repeat Participation:** Permitted only after 24 months residency outside U.S.

**Notes:** Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required. Incidental lectures or short-term consultations are permitted with the approval of the Responsible Officer so long as they are directly related to the objectives of the participant's program, and do not delay the exchange program's completion date. A professor may also conduct research, unless disallowed by the sponsoring organization. Graduate level English proficiency is required.

### College and University Student (22 CFR § 62.23):

**Purpose of Visit:** Participate in a degree or non-degree program at an accredited post secondary academic institution.

**Position in Home Country:** College or University degree or non-degree applicant. For internships that satisfy degree requirements EVPs must be enrolled in a university or college outside of the U.S.

**Visitor Eligibility:** Admitted into a course of study in the U.S. The student must not be funded primarily by personal or family funds.

**Duration of U.S. Visit:** Duration of course of study. Or 24 Months for non-degree students.

**Repeat Participation:** Yes. No waiting period.

**Notes:** Depending on the purpose of the program and duration of the visit, undergraduate or graduate level of English proficiency is required.

- **Recognized English test:** The following are test scores recognized by UNC and may be used to document English proficiency if taken within the last two years.

**Short-Term & Research Scholars (requirement equivalent to UNC's requirement for undergraduate admission)**

- o TOEFL iBT: 72 with cut scores no lower than: Listening (16), Reading (16), Speaking (18) and Writing (18)
- o IELTS: 6.0 with subscores no lower than 5.5 in each of the following proficiency areas: Listening, Reading, Writing and Speaking
- o English3 Proficiency Test: 60 E3PT with a minimum of 15 in each of the following: Speaking, Reading, Listening and Writing.
- o UNC IEP: Level 6 completion

**Professors (requirement equivalent to UNC's requirement for graduate admission)**

- o TOEFL iBT: 80 with cut scores no lower than: Listening (16), Reading (16), Speaking (20) and Writing (22)
- o IELTS: 6.5 with subscores no lower than 6 in each of the following proficiency areas: Listening, Reading, Writing and Speaking.
- o English3 Proficiency Test: 67 E3PT with a minimum of 16.5 in each of the following: Speaking, Reading, Listening and Writing.
- o UNC IEP: Level 7

- **Additional Tests may be considered with appropriate documentation of validity, in consultation with the Director of the Intensive English program.**
- **Documentation from an academic institution:** Transcripts or diploma certifying completion of a degree, within the previous two years, at an institution where the sole language of instruction is English.
- **Depending on the length and intent of the Scholar's intended activities, small deficiencies in English language skills may be acceptable, provided the Scholar enrolls in and attends Intensive English Program courses at their own (or Hosting Department) expense.**