

EXCHANGE VISITOR (J-1) PROGRAM

DEPARTMENTAL EXPECTATIONS

PART I: DESCRIPTION OF THE EXCHANGE VISITOR PROGRAM

The Exchange Visitor Program is carried out pursuant to the Mutual Educational and Cultural Exchange Act of 1961, as amended. Its purpose is to foster mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges. All Exchange Visitors are expected to return to their home country upon completion of their program in order to share their exchange experiences with people of that country. Salisbury University is designated by the Department of State to host Exchange Visitors in the following categories:

1. *Student*: This category provides foreign students the opportunity to study at a degree-granting post-secondary accredited educational institution. Students may participate in degree and non-degree programs
2. *Short-term Scholar*: A short-term scholar is a professor, research scholar, or person with similar education or accomplishments coming to the United States to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions on a short-term visit
3. *Professor*: As participants in these program categories, foreign professors and research scholars engage in research, teaching, observing, and lecturing with their American colleagues. Alien physicians in graduate medical education or training and short-term scholars are not included in this category.

The Salisbury University Center for International Education (SUCIE) serves as the primary administrative center for international initiatives on campus. The SUCIE manages the Exchange Visitor Program for Salisbury University.

PART 2: GETTING STARTED AS AN ACADEMIC DEPARTMENT

Sponsoring SU faculty members and/or academic departments can apply to the University to host an Exchange Visitor (J-1) Short-Term Scholar or Professor. Only sponsoring SU faculty members and/or academic departments may initiate the process to host an Exchange Visitor (J-1) Short-Term Scholar or Professor. To get started an SU academic department *must*:

- 1) Complete and sign the **Application to Host an Exchange Visitor (J-1)**
- 2) Include all **required supporting documentation**:
 - **Letter of invitation** describing terms and conditions and length of stay
 - Prospective Exchange Visitor **resume/CV**

- **Financial Documentation** for all sources – Original letter from visitor’s funding source(s) specifying amounts in US dollars. This may include letters of offer, bank statements, etc. All documents must be dated within 6 months of request and have the Exchange Visitor’s name on the document.
 - **Passport Picture Pages** – Copies of face page and signature page from passports of visitor and all dependents. It is critical that all information on the Application to Host Exchange Visitor is identical to what is on the passport(s)
 - Copies of all previous **DS-2019s and J visas** (If visitor or dependents have held J-1 or J-2 status within past two years.)
 - Copies of **I-94 Card, visa, I-20/DS-2019, etc.** (If visitor is currently in the US.)
- 3) Provide mailing address and instructions for sending the document to the proposed Exchange Visitor.
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PART 3: EXPECTATIONS FOR EXCHANGE VISITORS (J-1)

1. Exchange Visitors (EV’s) in the Short-Term Scholar or Professor category must possess the academic credentials to teach at the University. In most cases, this means a minimum of Masters degree or its equivalent;
2. EV’s must speak sufficient English to be able to effectively teach and engage with English-speaking students and/or colleagues. English proficiency can be demonstrated in one of three ways:
 - a. TOEFL exam - 213 Computer Based Test (CBT), 550 Paper Based Test (PBT), 79 internet Based Test (iBT);
 - b. IELTS exam – score 6.5;
 - c. Personal interview – competency attested to by member of the Salisbury University faculty who knows the candidate well and is in a good position to judge his/her language skill;
3. EV’s are expected to provide proof of funds to cover room/board, personal expenses, and health insurance to complete their program at SU. Estimated monthly expenses are described below:

Description	Amount
Room and Board	\$900
Medical Insurance	\$59
Personal Expenses	\$300
Total	\$1259
Each Dependent	\$300

4. All EV’s and any accompanying dependents are required to demonstrate insurance coverage during the time of their residency according to 22 CFR 62.14. For Exchange Visitors who do not have health insurance coverage valid in the USA, the University has

made arrangements for \$1 million in health insurance coverage (lifetime maximum benefit) to be available to Exchange Visitors.

5. All EV's must attend a mandatory formal orientation given by the SUCIE upon their arrival. The orientation covers immigration regulations and rules, University and local resources, introduction to the International Society, Conversation Partners and Friends of International Students programs; information on available healthcare, required health insurance, emergency services both on- and off-campus, medical centers, public transportation, schools and libraries, recreation and shopping centers, banks, academic information, life, customs and idioms of the United States, a description of their program and Responsible Officer contact information. Pursuant to the formal orientation, EV's will be provided assistance with obtaining social security numbers, if applicable, drivers' licenses and other matters of day-to-day living.

PART 4: EXPECTATIONS FOR SPONSORING SU FACULTY MEMBER AND HOST ACADEMIC DEPARTMENT

1. Specific Program Description – An Exchange Visitor in the Short-Term Scholar or Professor category may lecture, engage in research, teach, observe, consult, train, or demonstrate special skills. Each individual EV must have a well defined project that specifies the goals of the visit. The host academic department is responsible to help the EV to define the activities that will provide the basis for the exchange visit.
2. Program Funding / Financial Support
 - a. Most EV's will be funded by the sponsoring academic school of their host academic department in return for teaching. Salary depends on number of courses taught. Estimates on the salaries paid for part-time instructors include:
 1. \$2500/ class (fall/spring semester)
 2. \$360 / student enrolled (winter / summer semesters).If the Exchange Visitor program is to include teaching assignments, the academic departments should identify with their academic dean availability of courses for the EV to teach.
 - b. Additional funding may be available in individual cases from a variety of sources. Academic departments should identify any sources of additional funding to support the EV. A few examples of potential additional funding available include:
 - i. Grants (eg. travel, housing) provided by funding from host academic school at Salisbury University;
 - ii. Grants (eg. travel, housing) provided by funding from the private Salisbury University Foundation;
 - iii. Funding provided by the EV's home university when that university has a written MOU or exchange agreement with Salisbury University (eg. Grenoble Ecole de Management, France; Centro de Estudios Interamericanos, Ecuador; Technische Universität Berlin, Germany).
 - iv. Funding provided by outside granting agency when EV is collaborating with Salisbury University faculty on an active grant (eg. Gates Foundation, National Science Foundation, World Bank, United Nations)

3. Housing - Housing options are varied for EV Short-Term Scholars and Professors based on the needs of the EV and the host department. The sponsoring SU faculty member and host academic department is responsible to collaborate with the SU Center for International Education in securing appropriate housing for the EV. Some housing options to be considered include the following:
 - a. Some EV's choose to live in the Carriage House, a completely renovated 2 bedroom detached home located on campus.
 - b. Some EV's are housed with host families from the host academic department. All host families are employees of the University.
 - c. Some EV's choose to rent apartments or houses in the Salisbury community.
4. Reciprocity
 - a. Exchange Visitors (J-1) are sponsored through the US Department of State. The Exchange Visitor (J-1) Program runs on the premise that exchanges will be reciprocal. For that reason, EV Short-Term Scholars and Professors from foreign institutions with which Salisbury University maintains formal exchange agreements will be given preference.
 - b. In the case of applications for proposed EV's from foreign institutions with which Salisbury University does not maintain formal agreements, the host academic department and sponsoring academic school should address the issue of the reciprocity presumed by the Exchange Visitor (J-1).
3. Cultural Support – The Exchange Visitor (J-1) Program exists to “foster mutual understanding between the people of the United States and the people of other countries through educational and cultural exchanges.” Host academic departments are responsible to engage fully with the EV to provide a rich cultural exchange. This support may include formal and/or informal orientations to EV's on departmental, school, and University requirements, culture, practices, expectations, and opportunities as well as local and regional life including shopping, entertainment, health, and culture. The host SU faculty member will be responsible to communicate with the EV with regard to these matters or any other personal, social, or professional concerns. A sample of cultural, recreational, and educational activities of which the EV should be made aware includes
 - a. Athletic
 - i. Free use of gym, exercise room, and indoor swimming pool
 - ii. Free attendance at varsity sporting events (eg: American football, soccer, basketball, baseball, field hockey, lacrosse, etc.)
 - iii. Participation in Intramural sports (eg: flag football, soccer, softball, volleyball, etc.)
 - iv. Participation in special athletic events (eg: Turkey Trot 5K, Spring Olympics)
 - b. Cultural
 - i. Free or modest entrance fee to cultural events sponsored by the Office of Cultural Affairs
 - ii. Concerts
 - iii. Dance recitals
 - iv. Guest lecturers
 - v. Art Shows

- vi. Free or modest fee to participate in bus field trips sponsored by the Office of Cultural Affairs or the Student Government Association. Examples of past bus trips include: New York City, Philadelphia, Washington D.C., Baltimore, Annapolis, Boston, Ocean City
 - c. Social
 - i. Invitation to social events planned by the University for the community (eg: Welcome Back Faculty Picnic, President's Holiday Social, Family Fun Day, Spring Picnic)
 - ii. Informal social activities – Standing invitation to social events planned by the sponsoring academic department (eg: department picnics, holiday party, receptions, birthday parties, retirement parties, etc).
 - d. Academic
 - i. Participation in academic activities such as conferences, retreats, colloquia, etc.
 - 4. Supervision
 - a. All EV Professors will be expected to engage in their professional program as defined by their host academic department.
 - b. Professional and academic supervision are provided by the sponsoring SU faculty member and Department Chair of the host academic department, in cooperation with the dean of the sponsoring academic school. This supervision may include peer observation of teaching and peer mentoring. It also includes student evaluation and other departmental teaching evaluation mechanisms.
 - c. Sponsoring SU faculty member and host academic department are responsible to assist the SU Center for International Education and the RO/ARO at Salisbury University for overall supervision of the Exchange Vision including such information as current address, maintenance of health insurance, extensions of EV program, beginning and termination of program, etc.
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Part 5: EXPECTATIONS FOR SU CENTER FOR INTERNATIONAL EDUCATION

1. Management of Salisbury University designation for Exchange Visitor (J-1) Program of US Department of State
 - a. Ongoing training for the Responsible Officer (RO) and all Alternate Responsible Officers (ARO) on federal regulations with DOS, ICE, USCIS and SEVP, best practices, management of SEVIS, national trends, etc.
 - b. Payment of federal fees as required to maintain Exchange Visitor (J-1) designation
 - c. Submission of annual report, as required by the Department of State, on all Exchange Visitor (J-1) activity. Any requests for information, reports, documents, books, files, and other records related to Salisbury University's EV program are submitted to the Department of State as requested.
 - d. Administration of J-1 visa process including issuance of form DS-2019 and management of Exchange Visitor records in Student and Exchange Visitor Information System (SEVIS)
 - e. Paper records related to Salisbury University's EV Program are maintained for a minimum of three years following the completion of the exchange, after which

time are destroyed. Digital images of all records are recorded immediately and will be maintained in perpetuity.

2. Pre-arrival and Orientation

- a. SUCIE provides EV's with general information related to the Exchange Visitor Program via the Exchange Visitor (J-1) Exchange Handbook. The Handbook provides specific immigration information including forms DS-2019, I-94, I-901, embassy interview guidelines, travel, health insurance, housing, campus, culture shock, financial information, University resources, community resources, cultural, social, and recreational information.
- b. RO/ARO maintains on-line chat room for EV's to ask pre-arrival questions regarding arrangements for arrival, airport pick-ups, housing etc.
- c. Upon arrival, SUCIE offers EV's assistance with initial shopping, guided tours of campus and surrounding community, ID, dining facilities and other on-campus matters in collaboration with host academic department.
- d. SUCIE provides a mandatory arrival orientation for all EV's. The orientation covers immigration regulations and rules, University and local resources, introduction to the International Society, Conversation Partners and Friends of International Students programs; information on available healthcare, required health insurance, emergency services both on- and off-campus, medical centers, public transportation, schools and libraries, recreation and shopping centers, banks, academic information, life, customs and idioms of the United States, a description of their program and Responsible Officer contact information. Pursuant to the formal orientation, EV's are provided assistance with obtaining social security numbers, if applicable, drivers' licenses and other matters of day-to-day living.

3. Supervision

- a. Responsible Officer regularly monitors the following information, as is currently done for F-1 students via 21-Day SEVIS report which pulls pertinent information from the University's database, PeopleSoft:
 - i. Biographic and Program information
 - ii. Full-time enrollment for students
 - iii. EV's actual and current US address as well as physical location where the program activity is performed
 - iv. In the case of the actual and current US mailing address being a P.O. Box, the RO monitors the actual and current physical address of EV's residence
 - v. Any changes of address that must be reported to SEVIS within the required 21 days
- b. All EV's are provided with an emergency contact card containing the following information:
 - i. address of the sponsor
 - ii. name and cell phone numbers of RO and ARO
 - iii. address and telephone number for Center for International Education
 - iv. address and telephone number of the Office of Exchange Coordination and Designation, Bureau of Educational and Cultural Affairs, Department of State
 - v. Telephone number for University Police

- vi. 24/7 emergency number for HTH Worldwide
 - vii. 911 emergency services
 - c. The University maintains active emergency plans for various natural and man-made emergencies or disasters. By means of the emergency contact card, SUCIE keeps all EV's fully apprised in the event of an emergency
 - d. With collaboration of host academic department SUCIE manages EV's visa status including filing extensions, reinstatements, changes of information, status changes and inquiries.
 - e. Responsible Officer in SUCIE provides ultimate reporting authority to the US Custom and Immigration Services (USCIS), Immigration and Customs Enforcement (ICE), and Department of State (DOS) on any violations of the Exchange Visitor (J-1) status.
- 4. Advisory Resource – SUCIE provides one-stop advisory services to students, faculty, staff, administrators and Exchange Visitors on all matters regarding the Exchange Visitor (J-1) Program. The University community is encouraged to consult with SUCIE early and often on the Exchange Visitor (J-1) Program and its requirements.