

OFFICE OF INTERNATIONAL PROGRAMS AND PARTNERSHIPS (IPP)
DEPARTMENT J REQUEST FORM



The Vice Chancellor for Academic Affairs and Provost must approve and sign the Visiting Scholar Approval memo and the Offer of Appointment as Visiting Scholar to invite a Visiting Scholar to Purdue University Northwest. Other Exchange Visitor categories such as Non-degree Students, Student Interns, Short-term Undergraduate Scholars also need approval by Provost and sponsoring Department or Faculty. Once approved by the Provost's Office, please provide copies of both of these signed documents to Dr. Ramesh Neupane, Director of International Programs and Partnerships at rneupan@pnw.edu or Lawshe 226D, along with this form and the following additional forms:

English (Functional English) Proficiency Verification

Visitor's Curriculum Vita and email contact

Copy of Passport

Official financial support documents must be submitted to ISS by the scholar in the minimum estimated amounts, shown below, which are being provided by the Exchange Visitor's sponsor such as home government, home institution or employer or personal funds. This is for your general information:

| | |
|----------------------|---|
| \$1,800.00 per month | J-1 Exchange Visitor |
| \$1,000.00 per month | J-2 Dependent Spouse |
| \$650.00 per month | J-2 Dependent Child (under the age of 21) |

1. Visitor's name (as listed in passport)

2. Date of Birth (mm/dd/yyyy):

Last or family name:

First name:

Middle name:

3. Department name:

4. Location/worksites if different from department:

5. Title of proposed position:

6. Proposed dates of stay (Note: List the total period of time, up to a maximum of 5 years, for which the activities have been mutually agreed to and for which funding has been guaranteed).

FROM (mm/dd/yyyy):

TO (mm/dd/yyyy):

If 6 months or less, will the department want to extend the stay beyond 6 months? YES NO

If staying beyond 6 months, will the department want the visitor to return to PNW within 2 years of departure for more than 6 months?

YES

NO

OFFICE OF INTERNATIONAL PROGRAMS AND PARTNERSHIPS (IPP)
DEPARTMENT J REQUEST FORM



7. **Brief, concise, non-technical description of activities** of exchange visitor at Purdue University Northwest:
For example, "Research in the field of veterinary pathobiology on the West Nile virus" or "teaching Algebra classes at Purdue University Northwest"

Academic Department's Responsibilities for Visiting Scholars

1. Assists Exchange Visitor with arrival plans and airport pick up if possible, as well as housing arrangements. Brings Exchange Visitor to ISS with all immigration documents for SEVIS records and for "validation" in SEVIS database. Validation must be completed within 30 days of arrival. ISS will provide Orientation regarding immigration requirements, policies and procedures; and available health insurance information.
2. Provides orientation to the campus and community needs such as banking account, acquiring cell phone, groceries, and so on. Prepares necessary paperwork for "campus privileges", if applicable, preparation of any Human Resources documents that are required, space assignment, introduction to campus colleagues and clarification of scholar's functions on campus. Continues to engage Exchange Visitor in meaningful and appropriate cultural exchange activity at PNW and in the local community as required by the Department of State Exchange Visitor Program.
3. Verifies in writing the proposed visitor possesses sufficient English proficiency at a level which allows visitor to successfully participate in his/her program and to function on a day-to-day basis per regulatory requirements. 22CFR2.010(a)(1) See attached addendum.

For PNW Department Head, Dean and Provost

I have read and understand the above program proposal, including the visitor's proposed source of funding while at PNW and the academic department's ongoing responsibilities for sponsoring a visitor:

Department Head:

Signature

Date

Dean:

Print Name

Signature

Date

Provost:

Print Name

Signature

Date

—