

Department Request to Host Exchange Visitor
(to be completed by the hosting department)

California State University, Sacramento
International Programs and Global Engagement, Library 1001
MS 6012 Phone: (916) 278-6686; Fax: (916) 278-7471

(EV 1)



Part I: Faculty / Staff Requestor					
First Name:		Last Name:			
Department:		Phone:		Email:	

Part II: Prospective Exchange Visitor's name as it appear in the passport		
Passport Name:		Gender:
Preferred Name:		

Part III: Duration of Visitor's Activities on Campus (MM/DD/YYYY)			
Starting date		Ending date	

Part IV: Academic Background and Eligibility of Exchange Visitor			
Highest degree:			
Major Subject / Field:		Specialty within field:	
What is the Exchange Visitor's occupation and title in his/her home country? (If a student, what college class level?)			
Name of School/Institution or organization where prospective Exchange Visitor is currently located:			
Does the Exchange Visitor have the level of English proficiency commensurate with the proposed activities?			
Which method was used to certify English Language proficiency? Provide supporting documentation with EV1 form.			
<input type="checkbox"/> A. "A recognized English language test," OR <input type="checkbox"/> B. Waived if applicant is a native of or studied in full time status for at least one academic year within the last five years in the U.S., the UK, Ireland, Australia, New Zealand, or English medium universities in Canada or South Africa.			

Part V: The College and Department attest as follows		YES	NO
1.	English Proficiency: Exchange Visitor's English language proficiency is appropriate for the proposed activities. You will be required to document how proficiency was determined.	<input type="checkbox"/>	<input type="checkbox"/>
2.	Academic Qualifications: Exchange Visitor is academically qualified for the proposed activities.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Arrival and Housing Assistance: The Department will assist the Exchange Visitor with airport pick-up, temporary housing, and securing permanent living arrangements upon arrival in Sacramento.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Working Conditions: The Department's expectations and commitments (salary, hours, office/lab space, equipment, e-mail, telephone, clerical support, faculty collaboration, computer access, supervision/mentoring and other reasonable professional essentials) have been clarified for the Exchange Visitor.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Exchange Program: Within two weeks of the arrival, a detailed statement of the program activities and the corresponding expectations (actual conditions of participation) shall be signed by the inviting faculty and the Exchange Visitor and a copy provided to IPGE.	<input type="checkbox"/>	<input type="checkbox"/>
6.	Campus Orientation: The faculty/staff requestor shall ensure that the Exchange Visitor receives appropriate orientation to the campus. If the Exchange Visitor will have teaching responsibilities, the faculty/staff requestor will demonstrate Smart classroom technology, lab equipment, textbook ordering, etc. Campus services such as IRT, Services for Students with Disabilities, PARC, etc. will be introduced. U.S. teaching styles/classroom expectations will be discussed.	<input type="checkbox"/>	<input type="checkbox"/>
7.	Community Orientation: The faculty/staff requestor shall ensure that the Exchange Visitor receives appropriate orientation to the community. As appropriate, this shall include but not be limited community events and entertainment options, events calendars (such as Sac Bee or <i>News & Review</i>), grocery stores, options for getting a bike/car, driver's licensing, personal safety, hospitals, cell phone, utilities, etc.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Cultural Exchange: Arrangements for cultural exchange shall be made as part of the Exchange Visitor's program. A summary will be attached to program evaluation at the end of the exchange.	<input type="checkbox"/>	<input type="checkbox"/>
9.	Salary (if applicable): The Exchange Visitor will be paid \$ _____ per _____ by the Dept/College	<input type="checkbox"/>	<input type="checkbox"/>
10.	J-1 Visa Regulations: If applying for a J-1 visa, Exchange Visitor's activities will be consistent with the appropriate J-1 visa category as described in the <i>Procedures for Inviting Visiting Scholars</i> .	<input type="checkbox"/>	<input type="checkbox"/>
11.	Changes to Program: The sponsoring department shall notify the Office of International Programs & Global Engagement of any changes to the Exchange Visitor's stated program.	<input type="checkbox"/>	<input type="checkbox"/>
12.	Health Insurance: The faculty/staff requestor and Department Chair shall make sure that the Exchange Visitor is informed and aware of the regulatory requirement for Health Insurance coverage for the duration of the exchange. (1) Medical benefits of at least \$100,000 per accident or illness; (2) Repatriation of remains in the amount of \$25000; (3) Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000; and (4) The policy may not have a deductible exceeding \$500 per incident. The Exchange Visitor (and accompanying dependent(s) must have Health Insurance coverage upon arrival and for the duration of the program. Failure to comply with this requirement is reason for immediate termination of the Exchange Visitor's program.	<input type="checkbox"/>	<input type="checkbox"/>
13.	Termination: IPGE may, with due process, terminate an Exchange program for any conduct deemed inconsistent with the J-1 Visitor Exchange Program.	<input type="checkbox"/>	<input type="checkbox"/>
14.	End of Program Report: A detailed report on the effectiveness of the Exchange Visitor's activities in meeting the specified goals of the program will be submitted by the hosting faculty/staff to IPGE at the conclusion of the visitor's stay.	<input type="checkbox"/>	<input type="checkbox"/>
15.	Departure/Travel Outside U.S.: The department will notify the IPGE when the Exchange Visitor leaves the US, even if temporarily, during the program.	<input type="checkbox"/>	<input type="checkbox"/>

Part VI: Please describe the proposed Exchange Program for the Exchange Visitor. Explain how the presence of this Exchange Visitor and the proposed activities are mutually beneficial to the visitor and the university department and/or campus. State how the Exchange Visitor's expertise will be shared or made available to the campus community.

Part VII Please provide a description of cultural exchange activities and experiences being planned for the Exchange Visitor.

Mandatory Reporting Requirement and Approvals: Sacramento State and the International Visiting Research Scholar Program is subject to regulatory mandates set forth by the Department of State. This includes an annual report conducted in July of every year for scholars who were present between July 1 and June 31 of the preceding year. This report contains feedback, outcomes, and activities regarding the Exchange Visitor's program. Information is gathered from the Academic Department, Faculty Host, and Exchange Visitor. It also includes any irregularities that are inconsistent with the purpose of the program. The report is conducted by IPGE and submission is mandatory. By signing below, parties agree to the attestations in Part V, and to furnish information regarding the Exchange Visitor's program for inclusion in the annual report upon by request by IPGE:

1. **Faculty/Staff Requestor Name & Signature:** _____

E-mail: _____ Phone: _____ Date _____

2. **Dept. Chair's Name & Signature:** _____

E-mail: _____ Phone: _____ Date _____

3. **Dean's Name & Signature:** _____

E-mail: _____ Phone: _____ Date _____

For IPGE Use Only

Approved		Deferred		Declined	
----------	--	----------	--	----------	--

SIO Signature: _____ Date _____

Return to: Alex Shigenaga, IPGE Library 1001, MS 6012

Updated: 3/16/2022