

**J-1 EXCHANGE VISITOR
PROCESS EXPLANATION**

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1. Hosting International Scholars at California State University San Bernardino (CSUSB)

The College of Extended and Global Education (CEGE) administers the visiting scholar program at CSUSB for exchange and visiting international scholars. “Visiting Scholar” means visiting or exchange scholar in one of the following categories: visiting

professor, distinguished visiting professor, adjunct professor, or visiting scholar (see attached [Attachment A: Faculty Administrative Manual 642.85](#)). Visiting Scholars may be invited to the University for a period ranging from a few days to a year.

CSUSB only allows a maximum duration of up to **one (1) year** for Visiting Scholars, which is different from the U.S. Department of State length of time in this status. The Visiting Scholar may transfer to another SEVIS institution for additional time in the same category.

U.S. Department of State	CSUSB	Exchange Visitors Category
A few days to 6 months	A few days to 6 months	Short-Term Scholar
3 weeks to 5 years	1 Year	Visiting Professors
3 weeks to 5 years	1 year	Research Scholars

2. Information for Academic Units

Academic colleges and/or departments may sponsor J-1 Visiting Scholars and are responsible for supporting the Visiting Scholars, including as outlined in Faculty Administrative Manual 642.85 (also see Responsibilities below).

Every Visiting Scholar should secure a letter of invitation from the sponsoring academic college. The letter must come from the chair or director and be approved by the dean, stating the intention to host the Visiting Scholar. Connections to academic departments usually come through CSUSB faculty.

Academic departments seeking to sponsor a Visiting Scholar need to contact CEGE’s Dean ([Dr. John Binkley](#)) and/or Associate Director of International Student and Scholar Services ([Isaac Morales](#)).

3. Appointment

The appointment of Visiting Scholars is governed by the Faculty Administrative Manual (FAM) 642.85 which is attached to this Process as Attachment A.

Please visit [640-644: Recruitment/Appointment/ Responsibilities/Related | Faculty Senate | CSUSB](#) for the most recent version.

4. Visiting Scholars Requirements

English proficiency: As required by J-1 visa regulations, all Visiting Scholars need to provide evidence that their English language skills are sufficient to live and conduct research in the United States through one of the following English language verification options:

OPTION 1	Evidence of citizenship of a country whose official language is English.
OPTION 2	A degree from a postsecondary institution from which the language of instruction is English.
OPTION 3	Evidence of having obtained the minimum required scores on a recognized English language test: 61 TOEFL iBT/500 paper based; equivalent, TOEIC, IELTS, CEFR or ITEP score; or CET 6. Only test scores from within the past five years will be considered.
OPTION 4	Video interview with the faculty mentor of the sponsoring CSUSB department.
OPTION 5	Written assessment of language skills displayed during an interview conducted by an English professor from the visiting scholar's home university.

Education: According to Department of State regulations, Visiting Scholars must have at minimum of a bachelor's degree to obtain a J-1 visa.

Reporting: Visiting Scholars are required to report to CEGE upon arrival to CSUSB campus for activation of SEVIS record.

Additionally, Visiting Scholars are required to provide monthly reports to CEGE of progress of their appointment. This will be done through an AdobeSign workflow initiated by the ISSS office.

5. Application Procedures

Each prospective Visiting Scholar must have a faculty sponsor in the hosting academic department with the approval of the College Dean of the hosting academic unit.

The Prospective Visiting Scholar and Faculty Sponsor/Mentor will be required to provide the following documents through the AdobeSign J-1 Scholar Application workflow:

1. University Support/Invitation Letter (**Attachment C, for reference**)
 - a. Visiting Faculty will require a formal job offer letter
2. Completed Visiting Scholar Application (**Attachment B, for reference**)
3. Up-to-date Curriculum Vitae
4. Research Proposal
5. Copy of Passport Biographic Page
6. Copy of Prior Immigration History (e.g. visas, Forms I-20, Forms DS-2019, etc.)
7. Proof of Financial Support
8. Minimum funding requirement
 - a. \$3,105/month for the Visiting Scholar

- b. \$555/month for each dependent
- 9. Verification of English Language Proficiency

6. Stakeholders and Responsibilities

CEGE Dean's Responsibilities

1. If the Department or CSUSB Faculty Reaches Out
 - a. CEGE Dean provides the J-1 Exchange Visitor Process to the Faculty Mentor, Department Chair, or College Dean and refers them to the Associate Director (ISSS)
2. If a Visiting Scholar Reaches Out to Inquire About Potential Exchange/Visit
 - a. CEGE Dean requests the prospective Visiting Scholar to provide objectives for scholarly assignment/research project proposal along with their Curriculum Vitae
 - b. Upon receipt of the documents, CEGE Dean (or designee) reviews the proposal and communicates with the appropriate host academic department for a prospective faculty mentor.
 - c. Once the host academic department has assigned a faculty mentor, the CEGE Dean refers the case to the Associate Director (ISSS) or designee

Associate Director (ISSS)'s Responsibilities

1. After receiving confirmation or information from the CEGE Dean, the Associate Director (or designee) will initiate the AdobeSign workflow ([Attachment B](#)) for the J-1 Scholar Application.
2. Reviews and approves the J-1 Scholar Application, and forwards to ISSS Designee for DS-2019 issuance.
3. 1-month prior to a Visiting/Research Scholar's arrival, the Associate Director will initiate the [HR Volunteer Form](#) to ensure the Scholar receives a CoyoteID and e-mail.
 - a. This step is not needed for Visiting Faculty.

Host Faculty Mentor's Responsibilities

1. Read and abide by FAM 642.85 policy that governs "Appointment of Visiting Professors, Distinguished Visiting Professors, Adjunct Professors, and Visiting Scholars.
2. Discuss with the Department Chair the feasibility of the resources that CSUSB would need to provide and secure commitment for mentorship.
3. Obtain approval from the Department Chair and College Dean.
4. Serve as the primary point of contact and provide information about and assistance with temporary housing, local community resources, and additional support as needed.
5. Communicate with the Visiting Scholar prior to their U.S. arrival about professional obligations of the visit with CEGE assisting as needed.
6. Draft the "Visiting Scholar Invitation Letter" ([Attachment C for Reference](#)).
7. The department submits the letter of invitation to the College Dean for approval.

Host College Dean's Responsibilities

1. Approve/reject the hosting faculty mentor's request.
2. Sign the "Visiting Scholar Invitation Letter" if approved.
3. Send the invitation letter to CEGE Associate Dean, who sends it to the prospective Visiting Scholar.

CEGE's ISSS Team's Responsibilities

1. Issue the Form DS-2019 upon receiving a completed application packet from the Associate Director (designee).
2. Send the Form DS-2019 to the Visiting Scholar electronically for signature.
3. Provide arrival information and conduct check-in within three (3) days of arrival.
4. Collect monthly reports from the Visiting Scholar ([Attachment D](#)).
5. Share information and updates on any cultural and academic activities on campus.

Visiting Scholar's Responsibilities Upon Arrival at CSUSB

1. Report to CEGE within three (3) days of arrival to activate SEVIS record.
2. Complete Visiting Scholar Arrival Check-in form ([Attachment E](#)).
3. Provide monthly reports to CEGE ([Attachment D template](#)).
4. Obtain a travel signature prior to any international travel through the [service request form](#); and,
5. Contact the [ISSS team](#) if there are any changes of address, contact information, emergency contact information, or program length.

ATTACHMENTS

- A. [FAM 642.85](#)
- B. [Visiting Scholar Application Form](#)
- C. [Visiting Scholar Invitation Letter Template](#)
- D. [Visiting Scholar Monthly Report Template](#)
- E. [Visiting Scholar Check-in Form](#)
- F. [HR Volunteer Form](#)

Reviewed by the CEGE Senior Leadership Team on Month, Day, Year.

Approved by:

Dr. John H. Binkley

Date

Associate Vice Provost and Dean, CEGE

APPENDIX
ATTACHMENT A: FAM 642. 85



Academic Affairs
Faculty Senate

**APPOINTMENT OF VISITING PROFESSORS,
DISTINGUISHED VISITING PROFESSORS,
ADJUNCT PROFESSORS AND VISITING SCHOLARS
FAM 642.85**

Introduction:

The appointment of visiting professors, distinguished visiting professors, adjunct professors, and visiting scholars is for the purpose of bringing to the campus individuals of special scholarly and/or professional interest and merit.

Appointment Process (Visiting Professors):

Upon the recommendation of a department/school recruiting committee and the College Dean, the University may appoint temporary full-time faculty with the honorary rank of Visiting Assistant/Associate Professor or Professor. Recommendations for such appointments must be justified by the faculty member's previous experience; special area of expertise; or particular circumstances such as leaves replacements, exchange faculty, foreign scholars, etc. The term of appointment for visiting professors may be for a term or more but not to exceed a single academic year.

Appointment Process (Distinguished Visiting Professors):

Upon the recommendation of the College Deans to the Vice President for Academic Affairs/Provost and following consultation with Department Chairs/School Directors and appropriate faculty members, the University may appoint noted individuals as Distinguished Visiting Professors. Positions for such appointments would be assigned campus-wide and therefore not be charged against any particular academic unit. Positions would rotate among Colleges from year to year and the intention is for all segments of the campus to share the educational benefits.

The Dean's recommendation should include:

1. Justification for the appointment with supporting documentation in the form of vita, letters of recommendations, publications and other evidence of distinction.
2. Planned assignments (teaching; lectures/seminars for campus and community; consulting for curricular planning, professional society's relations, accreditation, faculty professional development, etc.)

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FAM 642.85
Previous FAM 225

3. Academic Year and term of appointment
4. Rank and Step (at the professor level with step to be negotiated).

Appointment Process (Adjunct Professors):

Upon the recommendation of a department recruiting committee and the College Dean, the University may appoint individuals of particular expertise as Adjunct Professors. Such individuals may teach courses without compensation and participate in an advisory capacity in the curricular, programmatic, and community activities of the department. The term of appointment for adjunct professors may be for a year or more, but not to exceed five years.

Appointment Process (Visiting Scholar):


Upon the recommendation of a department and College Dean to the Vice President for Academic Affairs/Provost, a scholar or researcher may be granted the honorary rank of visiting scholar for a period not to exceed one year. Such a visiting scholar would not be paid a salary or have any official responsibilities but would receive

1. An office, desk and appropriate accoutrement
2. Library privileges
3. Suitable social amenities
4. Scholarly and technical assistance when possible
5. Parking privileges

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ATTACHMENT B: Visiting Scholar Application Form

	International Student and Scholar Services	J-1 Exchange Visitor/Scholar Application								
Name of Visiting Scholar/Faculty: _____										
<p>This workflow is to be used for prospective research scholars or employees (visiting faculty) who are not U.S. citizens or permanent residents.</p> <p>Please complete and return the following materials by completing this Adobe Sign Workflow to the International Student and Scholar Services (ISSS) team at least 90 days before the start of the Visiting Scholar's Program:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">⇒ Visiting Scholar Application (Sec. A-G)</td> <td style="width: 50%;">⇒ Copies of Immigration Documents/History (Sec. D)</td> </tr> <tr> <td>⇒ Degree Certificate and English Level Placement (Sec. A)</td> <td>⇒ Family Support Documents (Sec. E)</td> </tr> <tr> <td>⇒ University Invitation/Support Letter (Sec. B)</td> <td>⇒ Health Insurance Acknowledgement (See Sec. F).</td> </tr> <tr> <td>⇒ Documentation of Funding (Sec. C)</td> <td>⇒ Other Requirements (Sec. G).</td> </tr> </table> <p>The entire process and responsibilities are outlined in the following process explanation document: _____</p>			⇒ Visiting Scholar Application (Sec. A-G)	⇒ Copies of Immigration Documents/History (Sec. D)	⇒ Degree Certificate and English Level Placement (Sec. A)	⇒ Family Support Documents (Sec. E)	⇒ University Invitation/Support Letter (Sec. B)	⇒ Health Insurance Acknowledgement (See Sec. F).	⇒ Documentation of Funding (Sec. C)	⇒ Other Requirements (Sec. G).
⇒ Visiting Scholar Application (Sec. A-G)	⇒ Copies of Immigration Documents/History (Sec. D)									
⇒ Degree Certificate and English Level Placement (Sec. A)	⇒ Family Support Documents (Sec. E)									
⇒ University Invitation/Support Letter (Sec. B)	⇒ Health Insurance Acknowledgement (See Sec. F).									
⇒ Documentation of Funding (Sec. C)	⇒ Other Requirements (Sec. G).									
<p>NOTE: Uploads are limited to 10 mb per file. If files are too large, please reduce their size and/or e-mail the Associate Director (ISSS) at isaac.morales@csusb.edu. If you e-mail files, you will have to upload placeholder documents in its place.</p> <p>Should you have any questions or concerns through this process, please e-mail the Associate Director (ISSS) at isaac.morales@csusb.edu.</p>										
Section A: Appointment Information and University Invitation/Support										
Section A.1: Information About the Appointment/Activity										
Specific Activity: <input type="checkbox"/> Research <input type="checkbox"/> Teaching <input type="checkbox"/> Certificate Program <input type="checkbox"/> Other: _____	The visiting scholar will engage in the following specific field and/or subject:									
The visiting scholar will have guaranteed funding from _____ to _____.										
Select from the following, which funding model(s) the visiting scholar will depend on:										
<input type="checkbox"/> Personal Funds <input type="checkbox"/> CSUSB Salary/Grant <input type="checkbox"/> Scholarship/Fellowship Funds <input type="checkbox"/> Other: _____										
Section A.2: Information Regarding the Faculty Advisor/Mentor for the Visiting Scholar										
Advisor First Name:	Advisor Last Name:									
Advisor E-mail Address:										
Please upload the university support/invitation letter, or the job offer letter.		<input type="button" value="Upload File"/>								
For a reference of a proper invitation letter, please click on the following link: _____										
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Section A: Appointment Information and University Invitation/Support (continued)

Section A.3: English Language Verification Options

Please select from the below the option that best meets the English Language Verification requirement:

- 1. Evidence of citizenship of a country whose official language is English.
- 2. A degree from a postsecondary institution whose language of instructions is English. (If outside the U.S., please add a letter from the registrar that the official language is taught in English).
- 3. Evidence of having obtained the minimum required scores on a recognized English language test: TOEFL of 61 iBT/500; equivalent, TOEIC, IELTS, CEFR or ITEP score; or CET 6. Only test scores from within the past 5 years will be considered.
- 4. Virtual Interview (via Zoom or Microsoft Teams) with CSUSB Sponsoring Department by the Faculty Mentor. (The Faculty Mentor will need to e-mail the ISSS team at iss@csusb.edu confirming the completion of the e-mail and verification of English-language ability.)
- 5. Letter of confirmation of an interview from an English professor of a University.

Upload File

Please upload evidence for the option you have chosen above.

Section A.4: Responsibilities of the Academic Department and Faculty Mentor

The Academic Department and Faculty Mentor/Advisor will provide the following support to J-1 Exchange Visitors

- Read and abide by FAM 642.85 policy that governs "Appointment of Visiting Professors, Distinguished Visiting Professors, Adjunct Professors, and Visiting Scholars.
- Discuss with the Department Chair the feasibility of the resources that CSUSB would need to provide and secure commitment for mentorship.
- Obtain approval from the Department Chair and College Dean.
- Serve as the primary point of contact and provide information about and assistance with temporary housing, local community resources, and additional support as needed.
- Communicate with the Visiting Scholar prior to their U.S. arrival about professional obligations of the visit with CEGE assisting as needed.

Section A.5: Attestation of Understanding of Acknowledgment of Department/Faculty Mentor responsibilities

I, the named Faculty Mentor, understand the academic department and faculty mentor/advisor responsibilities in the J-1 exchange visitor process. I will serve as the primary point of contact and provide information and assistance to the J-1 exchange visitor as needed.

Name:

Date:

Signature:

Section A.6: Visiting Scholar/Faculty Provision of Research Proposal and Curriculum Vitae (CV)

Please upload a copy of your curriculum vitae and your research proposal.

Upload CV

Upload Research Proposal

Section A.7: Acknowledgement of CEGE Dean of Review of Invitation Letter and Scholar Qualifications

CEGE Dean Initials:

Date:



Section B: Information About the Exchange Visitor/Scholar (Applicant)

Section B.1: Applicant's Biographic Information

Note: As you complete this section, please input information as it appears on official documents such as your passport, birth certificate, and other documents that you will present at the time of your visa interview at a US Embassy, Consulate, or Port of Entry.

Applicant Family Name:		Applicant Given Name:	
Date of Birth (MM/DD/YYYY):	City of Birth:	Country of Birth:	
Country of Citizenship:		Country of Permanent Residence:	
Current Address (including country):		E-mail Address:	
Street Address Line 1: _____		Phone Number (with country code):	
Street Address Line 2: _____		Upload Passport Copy and any Previous Immigration Documents	
City: _____ Province: _____		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Upload File</div>	
Postal Code: _____ Country: _____			

Section B.2: Emergency Contact Information

Family Name:	Given Name:
Relationship to Applicant:	Phone Number:
E-mail Address:	

Section B.3: Applicant's Academic/Professional Information

Name of Home-Country Institution:	Highest Academic Degree Level:
Scholar's Specialized Field:	English Study Completed from: _____ to _____

Please select the appropriate category for position in the home country:

- Faculty
 Researcher
 Student
 Other: _____



Section C: Financial Support Information (continued)

Section C.1: Determining the Estimated Total of Financial Support Needed

The required minimum support is \$3,105 per month for the scholar (includes estimated cost health insurance, living and transportation expenses). An additional amount of \$555 per month is needed for dependents (spouses or children). This does not include furniture, health insurance, and childcare expenses.

To complete Section C, please input accurate information in the following fields to calculate the estimated total cost of financial support needed for the entirety of the visiting scholar program.

How many months will the Applicant be in the exchange program (round up)? _____ Months

Multiply \$3,015 by the number of months above. What is the total? _____ for the Applicant

How many dependents will be accompanying the Applicant? _____ Dependents

Multiply \$500 by the number of dependents above. What is the total? _____ for the Dependents

What is the total estimated cost for the applicant and dependents? _____ Total estimated cost

Note: You will need to provide proof of funding to cover the total for the Applicant and the Dependents in the following section.

Section C.2: Amount of Financial Support

Please include funding information for the entire length of the visiting period as listed in Section C.1. Enter the amounts (in USD) you will be receiving from the following entities:

a. CSUSB (specify if payroll, honorarium, or per diem): _____ Amount: \$ _____

b. U.S. Government Agency Name: _____ Amount: \$ _____

c. Visitor's Government/Sponsor Name: _____ Amount: \$ _____

d. Other (specify): _____ Amount: \$ _____

e. Personal Funds: _____ Amount: \$ _____

Total funding for the visiting period \$ _____

Note: The total funding for the visiting period should match or be above the total estimated cost as calculated in Section C.1.

Section C.3: Proof of Financial Support

You are required to provide English-language documents showing proof of financial support, with amounts listed in USD.

Examples include:

- Visitor's Sponsor Letter
- Personal Bank Statements (showing liquid funds, not investments)

Please upload the documents here:



Section D: Applicant's Immigration Plans and History

Section D.1: Current Immigration Status

Are you currently in the U.S.? Yes No

If yes, please indicate current immigration status by checking the appropriate item below:

I will be leaving the U.S. and returning before the appointment begins at CSUSB.

I am in J-1 status and will be requesting a transfer of my DS-2019 to CSUSB.

I am in the U.S. in _____ status and will request a Change of Status to J-1 Status through USCIS.

Section D.2: Immigration History

During the past twelve (12) months, have you been in the U.S. in any visa classification other than as a B-1/B-2 tourist? Yes No

If yes, what visa status were you in? _____

What dates were you in that status? _____

Please attach photocopies (in one PDF) of all current and previous visa documents including the front and back of your visa stamps, entry stamps, Forms I-94, IAP-66s, I-20s, DS-2019s, EAD Cards, and/or Immigration Petitions (Green Cards, H-1Bs, etc.)

Upload File

Section E: Dependent Family Information

If you have any family members who will travel with you to the U.S. or who will arrive at a later date, please complete the following section. Only immediate family members (spouse and unmarried children under the age of 21) are eligible for J-2 dependent status.

J-1 Scholars (and their family) are required to live within 20 miles (32 km) of CSUSB. Moreover, CSUSB only allows Visiting Scholars to be at CSUSB for a maximum period of 1-year.

Section E.1: Accompanying Family Member Information

Please fill out the following table for any family members that will accompany you. Ensure these individuals are accounted for in the financial costs listed in Section C.

Family Name	Given Name	Relationship	Date of Birth	City of Birth	Country of Birth	Date Arriving to the US

For each of the family members listed above, please attach one (1) PDF which includes a copy of proof of relationship (marriage or birth certificate) and a copy of the dependent's passports.

Upload File Upload File Upload File Upload File Upload File



Section F: Health Insurance Requirement Acknowledgement

Section F.1: Health Insurance Regulations and Policies

Health Insurance is mandatory.

The US Department of State requires all J-1 Exchange Visitors and their accompanying dependents to have health and accident insurance at the following minimum level of coverage:

- medical benefits of at least \$100,000 per accident or illness
- repatriation of remains in the amount of \$25,000
- expenses associated with medical evacuation in the amount of \$50,000
- deductible not to exceed \$500 per accident/illness

I understand that I am responsible for the purchase of health insurance that meets these federal requirements. _____

The link to purchase health insurance is: _____. Please click on the link to view the cost of the insurance.

I understand the cost of this insurance. _____

Individuals upon arrival in the US may purchase health insurance which meets the minimum requirements. **If you don't have the required health insurance from another provider, you must purchase it through the International Student and Scholar Services team.**

If health insurance coverage is purchased from another source, the insurance corporation underwriting the policy must have one of the following ratings:

- an A.M. Best rating of "A-" or above
- an Insurance Solvency International, Ltd., (ISI) rating of "A-i" or above
- a Standard & Poor's Claimspaying Ability rating of "A-" or above
- a Weiss Research, Inc. rating of "B+" or above
- Insurance coverage backed by the full faith and credit of your home government meets these requirements.

In addition to the health insurance being a mandatory requirement per federal regulations, it is also a mandatory requirement through the California State University System via Executive Order from the Chancellor's Office.

Section F.2: Attestation of Understanding of Acknowledgment

I, the named and undersigned applicant, understand that U.S. government regulations require the University to notify the Department of State and to terminate my J-1 exchange visitor status if they determine that my family members or I willfully fail to comply with the insurance requirements.

I understand the health insurance requirements, the costs involved, and the need to maintain the insurance throughout my stay at the California State University, San Bernardino.

Name:

Date:

Signature:



Section G: J-1 Scholar Immigration Requirements

Section G.1: Purpose (and limitations) of the Visit for the J-1 Scholar

A J-1 Exchange Visitor/Visiting Scholar's primary responsibility at CSUSB in the Exchange Visitor program is to do research. Therefore, please keep in mind the following:

- You must e-mail your department/mentor at CSUSB to discuss clarified expectations regarding the purpose of the exchange, faculty collaboration, benefits, length of program, and access to office/lab space, equipment and other department support.
- You must attend workshops on your progress and welfare, including ensuring that you obtain advice and assistance to facilitate the successful completion of your exchange program.
- You are required to live within 20 miles or 32 kilometers of CSUSB.

Unauthorized Employment

- You are not allowed to engage in any unauthorized employment.

Scholar Arrival and Check-In

- Once your J-1 visa has been approved, you must communicate with the ISSS team to schedule a pre-arrival orientation meeting.
- You are required to report to the ISSS office for an orientation meeting within 10 days of your arrival to the US.

Requirement to Report Changes

- You are required to notify the ISSS office of any change in your local U.S. address within 10 days of moving.
- You are required to notify the ISSS office of any proposed changes in the terms, length, and conditions of your exchange program, including changes of department, position duties/research topic, compensation, location of activities, and/or start and end-dates of the program.

Notice of Departure

- You are required to notify the ISSS office of your departure after the completion of your program, or if you plan to depart before the program end-date. Once your program at CSUSB is over, you must return to your home country and to your institution. Failure to report to your university/institution upon return to your home country may jeopardize other visiting scholars from coming to CSUSB.

Section G.2: Attestation of Agreement to J-1 Requirements and Responsibilities

I, the named and undersigned applicant, hereby certify that I have read the above mentioned in this application form and I agree to the terms and conditions set forth. As a CSUSB J-1 visiting scholar I am responsible for my stay in the US to maintain lawful J-1 status; failure to do so can have serious short-term and long-term consequences. Termination has an adverse effect on an exchange visitor's status and may jeopardize future re-entry into the U.S. CSUSB can terminate my J-1 visitor status if I fail to maintain the above mentioned in this agreement.

Name:

Date:

Signature:

Section H: International Student and Scholar Services Confirmation of Receipt

The International Student and Scholar Services (ISSS) office has received the J-1 Exchange Visitor/Scholar Application and will proceed with the issuance of a Form DS-2019. It will be e-mailed to the J-1 Scholar

ISSS, Associate Director Signature: _____ Date: _____

ATTACHMENT C: Visiting Scholar Invitation Letter Template
[260313 - Visiting Scholar Invitation Letter Template.docx](#)

Printed on letterhead

«Date»

«Title» «First Name» «Last Name»
«Foreign Address»

RE: Research Scholar Invitation

Dear «Title» «LastName»:

As Chair of the Department of «Department», I am pleased that you are interested in coming to California State University, San Bernardino (CSUSB) for the purposes of conducting research: «Subject».

Please consider this to be a letter of invitation to come to CSUSB for a period of «maximum 12 months», starting «Program Start Date» and ending «Program End Date». During your stay you will be provided with office space, and you may use our library resources and visit classes related to your academic interests. We are pleased to offer you the mentorship of one of our professors, «Mentor», during your time at our university. This mentor will do his best to provide you with collegial assistance, and we encourage you to work professionally with CSUSB professors who have common research interests. Please note, however, that our campus' Institutional Review Board requires strict procedures for experimental research involving human or animal subjects, and we cannot facilitate this process for you.

We would invite you to make presentations for our university communities, and we would be pleased to receive a copy of your research project report.

We understand that you have sponsorship and financial backing to cover international flights, transportation, accommodation, and the **required** health insurance as well as that you will not receive financial support from CSUSB.

We look forward to welcoming you to our campus.


Sincerely,

«Department Chair»

With the approval of: «College Dean»

Cc: «Provost»
«CEGE Dean»

ATTACHMENT D: Monthly Check-In Reporting Form

 <p>CALIFORNIA STATE UNIVERSITY SAN BERNARDINO</p>	<p>International Student and Scholar Services</p>
<p>J-1 Visiting Scholar Monthly Report</p>	
<p>This workflow is to be used for prospective research scholars or employees (visiting faculty) who are not U.S. citizens or permanent residents. This workflow is to be completed on a monthly basis to ensure compliance with immigration policies and procedures.</p>	
<p>Part 1: Information About the J-1 Scholar (Exchange Visitor, Visiting Scholar)</p>	
<p>Section A: Scholar's Information</p>	
Scholar Family Name:	Scholar Given Name:
Current US Address	CoyoteID:
Street Address Line 1: _____	_____
Street Address Line 2: _____	_____
City: _____ State: _____	US Phone Number:
Zip Code: _____ Country: _____	_____
Research Title (from acceptance/ invitation letter):	_____
E.g. To Study Automobile Manage-	_____
<p>Section B: Academic Department and Reporting Period Information</p>	
Department:	Mentor/Advisor:
Report Time Period (must be within the two (2) weeks of report submission:	From (MM/DD/YYYY):
	To (MM/DD/YYYY):
<p>Part 2: Research Progress Report (For Time Period Mentioned Above)</p>	
<p>In Part 2, Sections A-F, please provide the most up to date details on your research progression for the time period mentioned above only. Only fill out applicable sections that have an update. Your Advisor/Mentor will be required to sign-off after you've completed this information. Upload any relevant documents (5 mb limit per doc) or e-mail them to iss@csusb.edu. (Limit one PDF file per Section)</p>	
Section A: Extract of Current Research	<input type="button" value="Upload File"/>
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Part 2: Research Progress Report (continued)

Section B: Brief Explanation of any Problems Encountered in the Research

Upload File

Section C: Brief Explanation of any Triumphs Encountered in the Research

Upload File

Section D: Brief Description of Progress in Collaborative Efforts (if any)

Upload File

Section E: List of Classes Audited (if any) with Reason for Auditing

Upload File

Section F: List of Speeches or Lectures Given (if any)

Upload File



Part 3: Attendance Report

In Part 3, Sections A-C, please provide information regarding any events or classes you have attended or engaged with in relation to cultural exchange or research progression. Provide the date, title, and location for each event. Upload any relevant documents (text, photos, or other relevant material) or e-mail them to iss@csusb.edu. (Limit one PDF file per Section)

Section A: Teaching Resource Center Classes

Upload File

Section B: Campus Events (Academic or Cultural)

Upload File

Section C: Off-Campus Events (Academic or Cultural)

Upload File

Part 4: Monthly Report Verification

Section A: J-1 Scholar Verification

I, the named individual in Part 1, Section A, hereby certify, under penalty of perjury under the laws of the State of California, that the information included within this monthly report is true and accurate to the best of my knowledge

J-1 Scholar Signature: _____ Date: _____

Section B: Faculty Advisor/Mentor Acknowledgement of Progress

I, the named individual in Part 1, Section B listed as the Mentor/Advisor, acknowledge receipt of this monthly report and certify that it aligns with my understanding of the above-named Applicants progress.

Faculty Advisor/Mentor Signature: _____ Date: _____

Section C: Responsible Officer Acknowledgement of Receipt


I, the named individual below, in providing my signature, acknowledge receipt of information regarding the progress of the J-1 Scholar.

RO/ARO Family Name:

RO/ARO Given Name:

ISSS RO/ARO Signature: _____ Date: _____

ATTACHMENT E: Visiting Scholar Arrival Check-in Form

 CALIFORNIA STATE UNIVERSITY SAN BERNARDINO	International Student and Scholar Services	J-1 Scholar Arrival Check-In Form
<p>Please turn in copies of: Passport, visa, DS-2019, and health insurance for entire program. (If you have dependents, please provide copies of the above documents for them as well.)</p> <p>You are required to report to a Responsible Officer (RO) or Alternate Responsible Officer (ARO) within 10-days of arrival to the US. Therefore, this form must be completed within 10 Days.</p>		
Part 1: Information About the J-1 Scholar (Exchange Visitor, Visiting Scholar)		
Section A: Scholar's Information		
Scholar Family Name: _____		Scholar Given Name: _____
Current Address (including country): Street Address Line 1: _____ Street Address Line 2: _____ City: _____ Province: _____ Postal Code: _____ Country: _____		CoyoteID: _____ E-mail Address: _____ US Phone Number: _____
Research Title (from acceptance/ invitation letter): E.g. To Study Automobile Manage-		
Section B: Academic Department Information		
Department: _____		Mentor/Advisor: _____
Did you attend another U.S. school/university prior to attending CSUSB? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of School/University: _____		
Part 2: Health Insurance and Emergency Contact Information		
Section A: Accident, Emergency and Health Insurance Acknowledgement		
By signing below, I understand that health insurance is required for all J-1 and J-2 exchange visitors during the complete duration on the DS-2019. Failure to comply will result in status termination and I will be required to leave the U.S. immediately. I also verify that the emergency contact listed below may be contacted in the event of an emergency.		
Section B: Emergency Contact Information		
Full Name: _____		Relationship: _____
Phone Number: _____		E-mail: _____
Address: _____		
J-1 Scholar Signature: _____		Date: _____
RO/ARO Signature Confirming Receipt: _____		Date: _____

ATTACHMENT F: HR Volunteer Form



CSUSB Volunteer

Visiting Scholar Identification Form

Name: [Family] [First] [Middle] Date of Birth: [Month/Day/Year]
Address: [Street, Apt. #] [City, State] [Zip]
Phone Number: [Area Code/ Phone #] Email: [Email]
Emergency Contact: [Name] [Area Code/ Phone #]
Supervisor's Name: [Name] Department: [Department] [Area Code/ Phone #]
Visiting Dates: [Start Date] [Termination Date]

Assignment and Summary of Duties: Visiting research in collaboration with a faculty mentor

To be completed by Supervisor:

Coyote ID card and Internet access will be provided. Select if the visiting scholar will need Email: Yes [] No [X]

This is to acknowledge that I desire to volunteer my services, performing duties similar to those listed above and that services rendered by me will be at the direction of the above named supervisor. I will not be compensated for these services. Further, I understand that I serve at the pleasure of my supervisor and the Center for International Studies and Programs.

Signature of CSUSB Visiting Scholar Date

Signature of Center for International Studies and Programs Date

Campus Approval Date

- New
Update
Continue

For HR Use Only: POI Type: Visiting Scholar

Date Received Date Record Entered in PeopleSoft Coyote ID