



Departmental Responsibility Form

**Exchange Visitor (EV) Bio Data:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Gender:  Male  Female

**Sponsoring Academic Department Responsibilities:**

Provide completed **DS-2019 Request Form** to the Office of International & Cultural Affairs with the following:

- Department invitation letter to the prospective scholar
- Exchange visitor resume
- Original financial support letter from any third party sponsor or departmental funding letter or prospective scholar's personal financial statement
- Copy of **Request to Hire Form ONLY** if Missouri S&T provides funding
- Copy of this form, with requested signatures
- If department is paying English language testing fee, copy of journal entry with MOcode
- Copy of **Certification of English Language Proficiency Form** along with required attachments of that form.

**Sponsoring Academic Department Action Responsibilities:**

- Verify the scholar has checked in with the Office of International & Cultural Affairs so that the J-1 scholar's arrival can be validated in SEVIS. This action is essential for the scholar's valid immigration status.
- The host department must notify the Office of International & Cultural Affairs of any changes to the exchange visitor's J-1 program, including but not limited to program activity, non-paid/paid appointment, financial support, site of activity, early completion or termination of J-1 program.
- Ensure that the faculty host will be in Rolla at the time of the visitor's arrival.
- Ensure that the faculty host will be available to work with the visitor during the visitor's stay, as necessary.
- Arrange transportation for scholar to/from airport, shopping, Social Security Office, Department of Motor Vehicles, etc.
- Assist scholar in finding temporary/permanent housing.
- Initiate PeopleSoft ID and Missouri S&T email account

**Sponsoring Academic Department Contact Information:**

Academic Department to be listed on DS-2019: \_\_\_\_\_

Academic Department Address: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_

\*Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Research Center Affiliation: \_\_\_\_\_

Administrative Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty Sponsor Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*With the signature above, I confirm that I have read this document in its entirety and that the purpose of the EV's program at S&T meets the intent of the requested J-1 program category, and that the program is conducted on the Missouri S&T campus.*

*\*I understand that the documents that I submit as part of the J-1 exchange visitor request packet will be made available to the Department of State in the event of audit or request.*

**Office of International & Cultural Affairs Responsibilities:**

- Receive **DS-2019 Request Form** and other required documents, determine eligibility to issue DS-2019.
- Process **DS-2019**.
- Send **DS-2019** and J-1 packet to prospective scholar.
- Send copy of waybill and J-1 faculty packet to sponsoring department.
- Check in scholar upon arrival.
- Ensure scholar has enrolled and paid for English language training, if necessary.
- Validate SEVIS record upon scholar check-in.
- Conduct J-1 scholar orientation.
- Ensure J-1/J-2 exchange visitor and dependents have met mandatory health insurance requirements.

**Information that may be Helpful in Hosting your Visiting Scholar:**

1. Airport Shuttle Transportation Service - USA Express - [www.usaxonline.com](http://www.usaxonline.com) - 573-368-4656
2. Department of Motor Vehicles - <http://local.dmv.org/missouri/phelps-county/rolla/dmv-office-locations.php> - 573-364-7848
3. Social Security Office - <https://secure.ssa.gov/ICON/main.jsp> - 573-551-2056
4. Chamber of Commerce (Other community & business resources) - [www.rollachamber.org](http://www.rollachamber.org) - 573-364-3577