



CSUMB Exchange Visitor Approval Process

Requests to host exchange visitors normally originate with the hosting department. In some cases it may be initiated through the Office of International Programs. In that case the International Programs staff will work with the appropriate department for consideration of proposed exchange visitor. CSUMB currently has approval to host Professors and Short-term Scholars on J-1 visas. The definitions for each are in the attached Exchange Visitor Request Form. Full Details of the Exchange Scholar/Professor program can be found at csumb.edu/extended/global/j1-scholars-prof/

Responsibilities and Processes

The Exchange Visitor: This could be a short term scholar or professor

1. Complete online Horizons application and submit supporting documentation. Details are listed on csumb.edu/extended/global/j1-scholars-prof/

The Hosting Department:

1. Determine the suitability of the proposed project and the ability of the University to provide necessary support.
2. Ensure the Exchange Visitor's home university support for proposed plan (if appropriate).
3. Complete the Exchange Visitor Request Form [attached].
4. Coordinate with University Personnel and pay for background check.
5. Identify and allocate support which may include office space, computer, and/or other.
6. Prepare a letter of invitation to the Exchange Visitor outlining the responsibilities and obligations of the hosting department and the Exchange Visitor.
7. If the request is for a visiting professor, the department will follow normal hiring practices.
8. The sponsoring department shall select a faculty/staff partner for the Exchange Visitor who will provide initial support and sustained mentorship.
9. When all documents have been gathered and the package is complete, it should be forwarded to the appropriate Dean.

The Dean of the appropriate College shall review, make recommendation and forward the package to the International Programs office.

International Programs Office:

Upon receipt of approved Exchange Visitor Request form, accompanied by copies of the Exchange Visitor's vitae, program proposal, passport, invitation letter, and funding documentation:

1. Ascertain that the applicant has sufficient funding.
2. Determine that all legal conditions have been met and notify the Dean of the appropriate College.
3. Issue DS-2019 form.
4. Send Invitation.



International Program Office

100 Campus Center, Seaside, CA 93955
 Phone: (831) 582-4778 | Fax: (831) 582-3314 | Email: international@csumb.edu

EXCHANGE VISITOR REQUEST FORM

This process is initiated by the CSU Monterey Bay sponsoring department. Please submit this completed form and supporting documents to Kasey Shay at the International Programs Office.

Section A. Request Summary	
Exchange Visitor (E.V.) Family/Last Name(s):	
Given/First Name(s):	Middle Name(s):
Request Reason:	<input type="checkbox"/> New Appointment Deadline: 10 weeks prior to start date <input type="checkbox"/> Program Extension Deadline: 1 month prior to start date <input type="checkbox"/> Transfer In Deadline: 1 month prior to start date <input type="checkbox"/> Change of Status Deadline: 4-6 months prior to start date
Category:	<input type="checkbox"/> Short-Term scholar - A foreign national who is a professor, research scholar, or person with similar education or accomplishments who enters the United States for a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. (6 Month Maximum) <input type="checkbox"/> Professor - A foreign national whose primary purpose is teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions, museums, libraries, or similar types of institutions. A professor also may conduct research where authorized by the sponsor. (5 Year Maximum) <input type="checkbox"/> Research Scholar - A foreign national whose primary purpose is conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar also may teach or lecture where authorized by the sponsor. (3 Week Minimum; 5 Year Maximum)
Program Dates:	Start: _____ End: _____ (mm/dd/yyyy) (mm/dd/yyyy)
Department requesting the E.V.:	
Description of E.V. proposed plan: (attach extra sheet if necessary)	
Is the Exchange Visitor currently in the United States? <input type="checkbox"/> No *if yes, what is the Exchange Visitor's current visa status? _____ <input type="checkbox"/> Yes *if yes, include Exchange Visitor's past and current legal documents (e.g. DS-2019 form, I-94, etc.)	
Has the Exchange Visitor previously participated in a J-1 OR J-2 program within the past 24 months? <input type="checkbox"/> No <input type="checkbox"/> Yes *if yes, include all previous DS-2019 form(s). Exception: If extending a CSUMB J-1 Exchange Visitor, omit DS-2019	
Will CSUMB be providing funding for the E.V.? <input type="checkbox"/> No <input type="checkbox"/> Yes *if yes, please provide total CSUMB funding provided during the E.V.s program _____	

Section B. English Language Proficiency Statement - to be completed by sponsoring professor. Not req'd for extensions.
<i>*By signing below, I can confirm that I have conducted an interview with the prospective J-1 Exchange Visitor either in-person or by videoconferencing, or by telephone (if videoconferencing is not a viable option) and that the Exchange Visitor has sufficient English proficiency not only to successfully participate in his/her program but also to function on a day-to-day basis.</i>
Date of Interview: _____ <div style="text-align: right; margin-right: 100px;">(mm/dd/yyyy)</div>
Method Used to Interview: <input type="checkbox"/> In-person <input type="checkbox"/> Videoconferencing <input type="checkbox"/> Telephone
_____ Signature of Sponsoring Department Interviewer

Section C. Signature Authorization			
<i>*I hereby approve this request for this exchange visitor.</i>			
Name	Signature	Date	Email/Phone Ext.
1. Sponsoring Professor:			
2. Department Chair:			
3. Dean:			

Submit completed form with all supporting documents to the
International Programs Office:

Kasey Shay
 International Student and Scholar Services Specialist
 International Programs Office
 College of Extended Education & International Programs
 100 Campus Center, Seaside, CA 93955
 Gavilan Hall, Suite 207
 Phone: (831) 582-4778
 Email: international@csumb.edu