



J-1 EXCHANGE VISITOR AGREEMENT

J-1 Exchange Visitor: \_\_\_\_\_

College: \_\_\_\_\_

Department \_\_\_\_\_

The dean of the college, the chair/director, a mentor (SDSU faculty member) and the J-1 exchange visitor must consider the following responsibilities and criteria of the J-1 exchange visitor program when requesting a J-1 status at San Diego State University:

College/Department/School and Mentor

- The college/department/school and mentor must verify that the international scholar has appropriate academic credentials and adequate financial support to be appointed as a J-1 scholar. Proof of financial support is as follows:

Table with 2 columns: J Type, Minimum Amount of Financial Support Required. Rows include J-1 Research Scholar, J-1 Student Intern (Graduate/Undergraduate), J-2 spouse, and J-2 child.

- The college/department/school and mentor must verify that the international scholar has met the minimum English Language Proficiency requirements by completing the Office of Faculty Advancement's English Language Proficiency Evaluation Form prior to the issuance of the Form DS-2019.
The J-1 appointment should benefit both the scholar and San Diego State University.
The J-1 scholar's primary site of activity must match the address listed on Form DS-2019. Any changes to the primary site of activity, or any additional sites of activity must be reported to the Office of Faculty Advancement within 10 days of the change.

J-1 Exchange Visitor and J-2 Dependents

- The J-1 scholar must be in direct contact with the college/department/school and mentor during their stay in the US.
The J-1 scholar must report any changes to their residential address, telephone number or primary email address by completing the Change of Address Form on the Office of Faculty Advancement's website within 10 days of the change.

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## J-1 EXCHANGE VISITOR AGREEMENT (cont.)

- The J-1 scholar may only work or conduct research at SDSU. All other employment including employment at the SDSU Research Foundation (SDSURF) **must** be reviewed and approved in advance. Please do so by submitting a [J-1 Amendment Request Form](#) to the Office of Faculty Advancement **prior to conducting work outside of SDSU**.
- **Two weeks prior to travel**, the J-1 scholar **must** report any off-campus travel outside of San Diego, CA to the Office of Faculty Advancement, the dean's office, chair/director and mentor, including justification of travel, the date(s) and location(s) using the [Travel Notification Form](#) on the Office of Faculty Advancement website.
- **Travel outside the U.S. for the J-1 and J-2 dependent(s) must be authorized by the RO/ARO at SDSU two weeks prior to the travel**. If travel **exceeds 30 days**, SDSU is required to report the J-1 scholar "out of the country" to the U.S. Department of State. This also applies to J-2 dependent(s). The J-1 scholar **must** complete the [Travel Notification Form](#) on the Office of Faculty Advancement website. If a travel signature is needed on the DS-2019 form, please contact [csampan@sdsu.edu](mailto:csampan@sdsu.edu) to schedule an appointment to obtain a signature.
- There is a **30 day grace-period** following the end date of the J-1 scholar's program. During this time, the J-1 scholar and J-2 dependent(s) may remain in the U.S. **However, the J-1 scholar may not conduct research or accept employment during this time**. Requests for extension of programs may be considered. Please contact the Office of Faculty Advancement for more information.
- Failure to comply with the guidelines listed above may result in termination of the J-1 scholar's program. Termination of the J-1 program will also apply to the J-2 dependent(s).

*By signing below, I acknowledge the responsibilities and criteria of the J-1 Exchange Visitor Program and will abide to the agreement to the best of my ability:*

J-1 Exchange Visitor (print name)	Signature	Date
Mentor/SDSU Faculty Member (print name)	Signature	Date
Dept. Chair/School Director (print name)	Signature	Date
Dean of College (print name)	Signature	Date

### **IMPORTANT**

**All parties must sign this agreement prior to the Office of Faculty Advancement's issuance of the J-1 DS-2019 Form. A copy of this completed signed agreement should be submitted with the J-1 Initial Request.**