



## PART A: Departmental Contact Information

Name of Visitor: \_\_\_\_\_  
Last Name First Name Middle Name

### Departmental Contact Information:

Name of Departmental Contact: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Exchange Visitor Category for Above Visitor: ☐ Research Scholar ☐ Professor ☐ Student Intern  
If Professor, will this be for a non-tenure position as required by law? ☐ Yes ☐ No

Requested Program Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

After preparing the DS-2019, the Office of International Education will email it to the exchange visitor. If the department prefers to send it to the exchange visitor via express or postal mail, please notify Carrie Henderson in OIE: Carrie.Henderson@wichita.edu.

## PART B: Verification of English Proficiency

The U.S. Department of State requires all Exchange Visitors to possess a sufficient level of English to ensure success in the program and to be able to function on a day-to-day basis. The department should identify which of the following three options it wishes to use to verify that the Exchange Visitor has achieved the needed level of English proficiency.

- ☐ Submit scores from one of the following English tests. Scores cannot be more than 2 years old and must meet the following minimum requirements.

English Test	Minimum Scores
English Proficiency Test (EPT)	46 on Listening with interview
Internet Based TOEFL (IBT)	15 on Speaking and Listening sections
Paper-Based TOEFL (PBT)	48 on Listening with interview
IELTS	5.5 on Speaking and Listening sections
Pearson Test of English (PTE)	44 on Speaking and Listening sections
Cambridge English First (FCE)	Pass
Cambridge English Advanced (CAE)	Pass
TOEIC	Combined score of 550

- ☐ Completion of bachelor's or higher degree from an institution in which English is the language of instruction. Applicants who have completed a bachelor's or graduate degree at a recognized institution of

higher learning in the U.S. or at a foreign institution utilizing English as the language of instruction may use this option. Applicant must submit a copy of their diploma with the DS-2019 application materials. Supporting evidence confirming instructional language may be required.

- ☐ The department conducted an interview either in-person or by videoconferencing (or by telephone if videoconferencing was not a viable option). Please see [J-1 English Proficiency Evaluation](#) for more information.

### **PART C: Invitation Letter**

Will the Exchange Visitor be offered medical insurance through WSU as a fringe benefit? ☐ No ☐ Yes

The department must provide the Exchange Visitor with an Invitation Letter that lists:

- Their position as a visiting Research Scholar, Professor, or Student Intern
- The dates you and the Exchange Visitor have agreed upon for the visit
- The duties of the position
- Any expectations for the position
- Funding and support you will provide (or will not provide)
- Fringe benefits such as medical insurance that will offered or not offered

See our [Sample Invitation Letter](#) for an example of the content. Attach a copy of the Invitation Letter.

### **PART D: Statement of Intent**

Explain how the exchange visitor's proposed duties are aligned with the University's core mission and vision. How would the department, college, or University benefit from this exchange visitor's research, internship, or work while at WSU?

## PART E: Information for the Office of Export Controls & Compliance

Will the Exchange Visitor be working on any research projects or in a University lab or research/testing facility?

☐ No ☐ Yes

Will the Exchange Visitor have access to any technical data / technology, proprietary, or confidential information derived from a third party, such as corporate sponsors, that cannot be shared? Access includes, but is not limited to: verbal discussions, training, shared drives, websites including supplier networks, laboratories and equipment, and any written documentation such as test plans?

☐ No ☐ Yes

### Export Compliance Acknowledgements for Exchange Visitor's Supervisor:

#### Supervisor's Initials

\_\_\_\_\_ A) Absent approval from the Office of Export Controls & Compliance, the Foreign National applicant may **only have access to data, information, projects, and research that meets the definition of Fundamental Research** (definition below). This means that the applicant cannot have access to any technical data, information, or technology considered proprietary or confidential information, whether owned by WSU and/or derived from a third party, including, but not limited to, corporate sponsors, that cannot be shared or freely published. Moreover, the applicant cannot have access to any work, information, or technology currently marked as export-controlled or under an active TCP. Access includes, but is not limited to: verbal discussions, training, shared drives, websites including supplier networks, laboratories and equipment, and any written documentation such as test plans.

The definition of "Fundamental Research" as provided 15 CFR § 734.8: *"...basic and applied research... where the resulting information is ordinarily published and shared broadly in the research community, as distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary or national security reasons."*

\_\_\_\_\_ B) If you would like the applicant to have access to proprietary or confidential data, information, or technology (as described above), or any export-controlled information or data or information covered on a TCP, at any point in the future, this must first be approved by the Office of Export Controls & Compliance ([exportcontrols@wichita.edu](mailto:exportcontrols@wichita.edu)) prior to their having access. This approval may require a technology review of the information the applicant will have access to, as well as a signed personal acknowledgement form by the applicant, the supervisor, or both. If the applicant is currently working on export-controlled projects without approval from the Office of Export Controls & Compliance, it must be stopped immediately until a review and approval has been completed.

\_\_\_\_\_ C) As the applicant's supervisor, it is your responsibility to ensure compliance with (A) and (B). It is your responsibility to reach out to the Office of Export Controls & Compliance ([exportcontrols@wichita.edu](mailto:exportcontrols@wichita.edu)) if there are any questions or concerns on these terms and/or export controls and how it pertains to the applicant's involvement in research at WSU. It is your responsibility to seek approval through the Office of Export Controls & Compliance ([exportcontrols@wichita.edu](mailto:exportcontrols@wichita.edu)) prior to allowing the applicant any access (as described above) to proprietary or confidential data, information, or technology (as described above), or any export-controlled information or data or information covered on a TCP. Pursuant to the Arms Export Control Act (Title 22, U.S.C., Sec 2751, et seq.) and the Export Administration Act of 1979 (Title 50, U.S.C., App. 2401 et seq.), violations are subject to severe criminal penalties.

## PART F: Departmental Agreement

By bringing an Exchange Visitor to the U.S., the WSU department agrees to the following (**Department Chair must initial next to each number**):

Chair's Initials

- \_\_\_\_\_ 1) Provide any needed documentation if requested by Human Resources or Payroll.
- \_\_\_\_\_ 2) Notify the Office of International Education (OIE) about the following:
  - a. If the exchange visitor cannot begin by the program start date or if the visitor must leave unexpectedly before the program end date
  - b. If the exchange visitor and department wish to extend the EV's stay in the U.S. beyond the program end date
  - c. If the visitor decides not to come to WSU for the exchange program (or is unable to come)
  - d. If the EV's duties change, including changes to the visitor's access to technology and laboratory facilities. The Office of Research Compliance should also be notified.
  - e. If the EV fails to fulfill the goals and objectives outlined in the offer letter
  - f. If the EV is involved in a crime, is arrested, has a serious illness, or dies. When in doubt, contact OIE for assistance.
- \_\_\_\_\_ 3) Arrange for the pickup of the Exchange Visitor from the airport.
- \_\_\_\_\_ 4) As soon as the Exchange Visitor arrives, contact Carrie Henderson (carrie.henderson@wichita.edu) to schedule an orientation that is required by law.
- \_\_\_\_\_ 5) Provide housing assistance and, if needed, information on how to enroll children in school.
- \_\_\_\_\_ 6) Assist in opening a bank account, finding transportation, getting a Social Security Card (if employed), providing a tour of the city, and getting settled in Wichita.
- \_\_\_\_\_ 7) Arrange for any needed campus privileges such as arranging office space, getting a Shocker ID, permission to use the library or Heskett Center, parking, computer access, etc.
- \_\_\_\_\_ 8) Provide for at least one cross-cultural opportunity during the visitor's stay as required by the Department of State. This might include attendance at a relevant conference, a round table discussion with fellow colleague or students, inclusion in a holiday celebration, or departmental social events. The goal is to introduce the visitor and their family members to American culture. Departments should also help the visitor to find opportunities to share their own culture and expertise with Americans. This might include inviting a scholar to speak in a classroom or assisting them in offering a lecture related to their own culture.

**FOR J-1 STUDENT INTERNS ONLY:** Additional host department responsibilities include:

Chair's Initials

- \_\_\_\_\_ 9) The department must complete the Form DS-7002, Training/Internship Placement Plan
- \_\_\_\_\_ 10) A concluding evaluation must be conducted on each student intern. For internships lasting more than 6 months, a midpoint evaluation is also necessary
- \_\_\_\_\_ 11) The internship cannot serve to fill a labor need and cannot displace American workers
- \_\_\_\_\_ 12) The internship is subject to a three-week minimum and 12-month maximum duration

- \_\_\_\_\_ 13) The internship must consist of a minimum of 32 hours per week
- \_\_\_\_\_ 14) The internship tasks may consist of no more than 20 percent clerical work
- \_\_\_\_\_ 15) Department must provide ongoing supervision by a WSU staff member and others, as applicable
- \_\_\_\_\_ 16) The internship cannot involve a staff/employment agency in any way
- \_\_\_\_\_ 17) All tasks assigned must be necessary for the completion of the student internship program
- \_\_\_\_\_ 18) The student intern category is not possible for any position involving the following:
- Unskilled or casual labor
  - Child care or elder care
  - Aviation
  - Clinical positions or engaging in any other kind of work that involves patient care or contact such as physical therapy, counseling, nursing, dentistry, social work, speech therapy, or early childhood education
  - Any position, occupation, or business that could bring the Exchange Visitor Program or the Department of State into notoriety or disrepute
- \_\_\_\_\_ 19) If the department engages a third party to assist it in the conduct of the student internship program, the third party must have an “executed written agreement” with WSU that outlines “the full relationship between the sponsor and the third party on matters relating to the administration of the exchange visitor program”
- \_\_\_\_\_ 20) An amended DS-7002 is required when there is a change in the site of activity, the exchange visitor’s direct supervisor, or in the purpose or activities within a phase.

The Office of International Education will do the following:

- 1) Assist the Exchange Visitor and family members with immigration-related questions.
- 2) Validate the Exchange Visitor in SEVIS and maintain all immigration-related paperwork.
- 3) Monitor the Exchange Visitor's compliance with J-1 visa regulations including the medical insurance requirement.
- 4) Provide an orientation for the Exchange Visitor and all family members that includes information on how to maintain their immigration status, the change of address reporting requirement, what to do if traveling outside of the U.S., and other regulatory requirements.

## PART G: Authorization Signatures

This form must be signed by all parties below and be submitted with **ALL supporting documentation** including the Exchange Visitor application, résumé or CV, passport copy, draft of the offer letter, etc.

_____ Supervisor	_____ Date	<b>Next:</b> Send this form and all supporting docs to Dept Chair for signature.
_____ Department Chairperson	_____ Date	<b>Next:</b> Send this form and all supporting docs to Dean for signature.
_____ Dean	_____ Date	<b>Next:</b> Send this form and all supporting docs to exportcontrols@wichita.edu.
_____ Office of Export Controls and Compliance	_____ Date	<b>Next:</b> Send this form and all supporting docs to misha.jacob-warren@wichita.edu
_____ Office of General Counsel	_____ Date	<b>Next:</b> Send this form and all supporting docs to monica.lounsbery@wichita.edu.
_____ Office of the Provost	_____ Date	<b>Next:</b> Send this form and all supporting docs to carrie.henderson@wichita.edu.