

**Department Request to Host Exchange Visitor
(to be completed by the hosting department)**

California State University, Chico

Office of International Education, SSC440

Phone: (530) 898-5415; Fax: (530) 898-6889

(EVI)



Part I: Faculty / Staff Requestor					
First Name:		Last Name:			
Department:		Phone:		Email:	

Part II: Prospective Exchange Visitor's name as it appear in the EV's passport		
Passport Name:		Gender:
Preferred Name:		

Part III: Duration of Visitor's Activities on Campus (MM/DD/YYYY)			
Starting date		Ending date	

Part IV: Academic Background of Exchange Visitor			
Highest degree:			
Major Subject / Field:		Specialty within field:	
What is the EV's occupation and title in his/her home country? (If a student, what college class level?)			
Name of School/Institution or Organization where Prospective EV is currently located:			
Does the EV have the level of English proficiency commensurate with the proposed activities?			
Provide evidence of how the determination above was made as required by the Department of State.			

Part V: The College and Department attest as follows		YES	NO
1.	English Proficiency: EV's English language proficiency is appropriate for the proposed activities. You will be required to document how proficiency was determined.		
2.	Academic Qualifications: EV is academically qualified for the proposed activities.		
3.	Arrival and Housing Assistance: The Department will assist the EV with airport pick-up, temporary housing, and securing permanent living arrangements upon arrival in Chico. *The department will not pay for housing unless specified in the Dean's letter.		
4.	Working Conditions: The Department's expectations and commitments (salary, hours, office/lab space, equipment, e-mail, telephone, clerical support, faculty collaboration, computer access, supervision / mentoring and other reasonable professional essentials) have been clarified for the EV. (Please attach a copy of the Dean's invitation letter to this form).		
5.	Exchange Program: Within two weeks of the EV's arrival, a detailed statement of the program activities and the corresponding expectations (actual conditions of participation) shall be signed by the inviting faculty and the EV and a copy provided to OIE.		
6.	Campus Orientation: The faculty/staff requestor shall ensure that the EV receives appropriate Orientation to the campus. If the EV will have teaching responsibilities, the faculty/staff requestor will demonstrate Smart classroom technology, lab equipment, Vista, textbook ordering, etc. Campus services such as TLP, IT Support Services, Judicial Affairs, Disability Support Services, Student Learning Center, etc. will be introduced. U.S. teaching styles/classroom expectations will be discussed.		
7.	Community Orientation: The faculty/staff requestor shall ensure that the EV receives appropriate Orientation to the community. As appropriate, this shall include but not be limited community events and entertainment options, events calendars (such as <i>Chico ER</i> or <i>News & Review</i>), Bidwell Park, grocery stores, options for getting a bike/car, driver's licensing, personal safety, hospitals, cell phone, utilities, etc.		
8.	Cultural Exchange: Arrangements for cultural exchange shall be made as part of the EV's program. A summary shall be attached to program evaluation at the end of the exchange.		
9.	Salary: The EV will be paid \$_____per_____ by the Department/College		
10.	J-1 Visa Regulations: If applying for a J-1 visa, EV's activities will be consistent with the appropriate J-1 visa category as described in the <i>Procedures for Inviting Visiting Scholars</i> .		
11.	Changes to Program: The sponsoring department shall notify the Office of International Education of any changes to the EV's stated program.		
12.	Health Insurance: The faculty/staff requestor and Department Chair shall make sure that the EV is informed and aware of the regulatory requirement for Health Insurance coverage for the duration of the exchange. (1) Medical benefits of at least \$100,000 per accident or illness; (2) Repatriation of remains in the amount of \$25000; (3) Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000; and (4) The policy may not have a deductible exceeding \$500 per incident. The EV (and accompanying dependent(s) must have Health Insurance coverage upon arrival and for the duration of the program. Failure to comply with this requirement is reason for immediate termination of the EV's program.		
13.	Termination: Office of International Education may, with due process, terminate Exchange program for any conduct deemed inconsistent with the J-1 Visitor Exchange Program.		
14.	End of Program Report: A detailed report on the effectiveness of the EV's activities in meeting the specified goals of the program will be submitted by the hosting faculty/staff to the Office of International Education at the conclusion of the visitor's stay.		
15.	Departure/Travel Outside U.S.: The department will notify the Office of International Education when the EV leaves the US, even if temporarily, during the program.		

Part VI: Please describe the proposed Exchange Program for the Exchange Visitor. Explain how the presence of this Exchange Visitor and the proposed activities are mutually beneficial to the visitor and the CSU, Chico department and/or campus. State how the EV's expertise will be shared or made available to the campus community.

Part VII Cultural Exchange: Please a description of cultural activities / experiences being planned for the EV.

1. Faculty/Staff Requestor Name & Signature: _____

E-mail: _____ Phone#: _____ Date _____

2 Dept. Chair's Name & Signature: _____

E-mail: _____ Phone#: _____ Date _____

3. Dean's Name & Signature: _____

E-mail: _____ Phone#: _____ Date _____

For Office of International Education Use Only

Approved		Deferred		Declined	
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SIO Signature: _____ Date _____

Return to: Tasha Alexander and Cindy McKay, campus zip 680

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