**Departmental Responsibility Form**

**Exchange Visitor Bio Data:**

- Last Name: ____________________  First Name: ____________________  Gender: □ Male  □ Female

**Sponsoring Academic Department Responsibilities:**

*Please keep in mind that normal visa processing can take about 30 days.*

- Provide completed **DS-2019 Request Form** to the Office of International Affairs with:
  - Invitation letter
  - Exchange visitor resume
  - Financial support letter from any third party sponsor
  - Copy of **Request to Hire or Courtesy Appointment Form**.
  - Copy of this form, with signatures.
- Insure that the faculty host will be in Rolla at the time of the visitor's arrival.
- Insure that the faculty host will be available to work with the visitor during the visitor's stay, as necessary.
- Arrange temporary housing for scholar's initial arrival in Rolla.
- Arrange transportation for scholar from airport to Rolla and to the temporary housing.
- Verify with the scholar that he has checked in with the International Affairs Office so that the J-1 Visa can be verified in SEVIS.
- Assist scholar in finding permanent housing.
- Arrange transportation for scholar for shopping, to Social Security Office, to Driver's License Bureau, etc.
- Arrange transportation to airport upon departure.

**Sponsoring Academic Department Contact Information:**

- Academic Department to be listed on DS-2019: ____________________
- Academic Department Address: ____________________
- Department Chair Name: ____________________  Date: __________
- Department Chair Signature: ____________________
- Research Center Affiliation: ____________________
- Administrative Contact Name: ____________________  E-Mail: ____________________  Phone: ____________________
- Faculty Sponsor Name: ____________________  E-Mail: ____________________  Phone: ____________________
- Faculty Signature: ____________________  Date: __________

**Office of International Affairs Responsibilities:**

- Receive **DS-2019 Request Form** and process **DS-2019**.
- Send **DS-2019** and J packet to scholar.
- Send copy of **DS-2019** and J packet to department.
- Check in scholar upon arrival.
- Validate SEVIS record upon scholar check-in.
- Explain Department of State mandatory health insurance requirements and obtain signature on **Insurance Certification Form**.
- If courtesy appointment, request PeopleSoft ID and computer account.
- Conduct J-1 scholar orientation.
- Send copy of this page to Dr. Robert Schwartz, Vice Provost, Academic Affairs.

**Office of International Affairs Contact Information:**

- International Student Advisor Name: ____________________  E-Mail: ____________________  Phone: ____________________
- International Student Advisor Signature: ____________________  Date: __________

**Information that may be helpful in hosting your visiting scholar**

1. USA Express for travel to/from Rolla:
   - Contact name: Rachel Guth  Phone: 573-368-4656
2. Real Estate Agencies:
   - Company: Investment Realty, Inc.  Phone: 573-364-4050
   - Company: Brown Rental  Phone: 573-364-2787