



Dear Faculty Member,

Thank you for contacting the Office of International and Cultural Affairs (OICA) concerning your intent to invite a visiting scholar to our campus. **Please work with your department administrative assistant to submit the necessary paperwork, as they should be very familiar with this process.** It is recommended to start the application process one semester in advance of the prospective scholar's proposed program in order to allow time for processing.

The first step in this process is for the prospective scholar to complete the Biographical Details/Section 212(e) Certification Form, as information on this form will allow you to complete the other required application materials. The prospective scholar will need to return this form to the academic department along with copies of his or her passport, C.V. or Résumé, additional documentation for dependents, and financial documentation.

The next step is for the department to complete the following DS-2019 Request Form. The items below are necessary in order to complete the required paperwork:

- Biographical Details/Section 212(e) Certification Form (to be completed by the prospective visiting scholar)
- Copy of passport
- C.V. or Résumé for applicant
- Additional documentation for dependents (if applicable)
- Missouri S&T Offer Letter
- Financial Documentation (official bank statements, sponsorship letters, scholarship letters, etc.)
- Proof of English Language proficiency (S&T testing fee is \$130)

Once complete, please submit the application packet to OICA at 103 Norwood Hall. Should you have any questions, feel free to contact one of our advisors to further discuss the application process. Their contact information is as follows:

Justina Lewis: lewisjus@mst.edu  
Shawna Holle: hollesh@mst.edu  
Jenell Kamler: kamlerj@mst.edu

Please visit the OICA website at <http://international.mst.edu/> for additional details and program information concerning the visiting scholar application process. We look forward to working with you to welcome qualified visiting scholars to Missouri S&T!

Sincerely,

Dr. Jeanie Hofer, Ph.D.  
Assistant Vice Chancellor  
Office of International and Cultural Affairs  
(573) 341-6425



**DS-2019 REQUEST FORM**

*(to be submitted by the academic host department)*

Visiting Scholar Name: \_\_\_\_\_

Faculty/Host Designee Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Academic Host Department Address: \_\_\_\_\_

**REQUIRED DOCUMENTS**

- Completed/signed DS-2019 Request Form
- Missouri S&T Offer Letter (if available)
- Financial Documentation (official bank statements, sponsorship letters, scholarship letters, S&T hiring form, etc.)
- Biographical Details/Section 212(e) Certification Form (to be completed by the prospective scholar)
- Certification of English Language Proficiency (S&T testing fee is \$130)
- Copy of passport
- C.V. or Résumé for applicant
- Additional documentation for dependents (if applicable)

**REGULATIONS AND PROGRAM INFORMATION**

**Overview:** Please submit the completed DS-2019 Request Form and supporting documents to the Office of International and Cultural Affairs (OICA), 103 Norwood Hall. It typically takes several weeks for all parties involved to complete, review, sign and submit the required paperwork. When defining the program begin date for your visiting scholar, please consider internal processing time (minimum of 10 days), as well as visa processing time (visa processing can take approximately 30 days). If further U.S. Department of State (DOS) administrative processing is necessary, a minimum of 90 days could be required. SEVIS requires scholars to enter the U.S. within the start date listed on the DS-2019; visiting scholars may not arrive more than 30 days after the program start date.

**It is important that visiting scholars maintain lawful J-1 status during their program at Missouri S&T. Failure to comply with requirements may affect the scholar's ability to remain in or return to the United States.**

**English Language Proficiency Requirement [22 CFR 62.11(a)(2)]:** DOS requires visiting scholars to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis."

**DS-2019 Form:** Visa documentation sent to prospective visiting scholars is legally binding. The program must be conducted on the Missouri S&T campus. The program must be suitable to the visiting scholar's background, needs and experience and must meet the intent of the requested J-1 program category. All information submitted will be made available to the appropriate government agency in the event of audit or request. Visiting scholar positions cannot be offered as tenure track positions.

**Mandatory Insurance:** Visiting scholars and accompanying dependents must purchase Missouri S&T's insurance that covers sickness or accident for the duration of their program. As program sponsor, DOS requires Missouri S&T OICA to terminate a visiting scholar's participation in our program if it is determined the participant and/or any dependent willfully fails to remain in compliance with mandatory insurance requirements. There can be no breaks in insurance coverage, as this will result in a violation to immigration status. At a minimum, DOS specifies that the insurance coverage must include:

1. \$100,000 Medical benefits per person per accident/illness
2. \$25,000 Repatriation of remains
3. \$50,000 Expenses associated with medical evacuation
4. \$500 Maximum deductible per accident/illness



VISITING SCHOLAR INFORMATION

(refer to <http://international.mst.edu/visiting-scholars/resources-for-academic-departments/> for category definitions)

Visiting Scholar Category:  Research Scholar  Short-Term Scholar  Student Intern

New Program  Transfer (provide copies of all DS-2019's)  Extension

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Prospective J-1 Program Dates: \_\_\_\_\_ to \_\_\_\_\_  
Beginning: MM/DD/YYYY Ending: MM/DD/YYYY

Scholar's Position/Title at S&T: \_\_\_\_\_

Academic Department Administrative Contact Name/E-mail: \_\_\_\_\_

Description of Scholar's Proposed Activity at S&T (in technical terms, at least two sentences):

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE APPROVALS

I certify that I have read this document in its entirety and that the purpose of the visiting scholar's program at Missouri S&T meets the intent of the requested program category.

I certify that the visiting scholar's program will be conducted on the Missouri S&T campus

I certify that the information provided in this document is accurate to the best of my knowledge.

I understand that all information submitted with this application will be made available to the appropriate government agency in the event of audit or request.

I understand that the requesting faculty supervisor will be responsible for oversight of the scholar's program, including notifying OICA upon early termination or change of program.

Requesting Faculty or Individual Signature Department and Phone Number

Department Chair Signature Date

Research Center Affiliation & Faculty Sponsor Signature E-mail/Phone



FINANCIAL DOCUMENTATION

For visitors who will be employees of Missouri S&T, please submit a copy of a Request to Hire Form approved by the Provost. Otherwise, attach original documentation demonstrating that the visiting scholar is supported by his or her home institution or scholarship. Source and amount of financial support for the program duration must be stated. At a minimum, \$1,200 per month funding is required for the scholar plus \$420 for health insurance every 3 months. Visitors will also have to show \$3,000 per year for spouse plus \$420 for health insurance every 3 months and \$1,500 per year per child plus \$420 for health insurance every 3 months.

<b>Source:</b>	<b>Amount (in USD\$):</b>
Missouri University of Science and Technology	_____
US Government(Please Specify): _____	_____
Government of Scholar's Origin: _____	_____
Personal Funds (Original Bank Statement)	_____
Other (Please Specify): _____	_____

MAILING INFORMATION

The academic department is responsible for the shipping costs of the DS-2019 packet. Please indicate the preferred method of shipment, as well as your shipping I.D. If you would like for OICA to charge your department, please provide a valid MoCode and Account Code.

- United States Postal Service \_\_\_\_\_
- UPS Account Number \_\_\_\_\_
- FedEx Account Number \_\_\_\_\_
- Department MoCode and Account Code \_\_\_\_\_
- Other \_\_\_\_\_

The U.S. Department of State (DOS) requires scholars to have “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.11(a)(2)] DOS states that this measure was prompted because it found that “too many exchange visitors lack sufficient English proficiency to perform their jobs or complete their academic programs to navigate daily life in the U.S.; to read and comprehend program materials; to understand fully their responsibilities, rights and protections; and to know how to obtain assistance, if necessary.” [79 FR 602994, 60301]

Visiting Scholar’s Name: \_\_\_\_\_

Host Academic Department: \_\_\_\_\_

Faculty Host Name: \_\_\_\_\_

Please select one of the options below to indicate how the academic department has certified English proficiency for the prospective visiting scholar AND include appropriate supporting documentation:

- Certification of the TOEFL/IELTS language test
- Submit official test report
  - The test must have been taken within the past two years
  - TOEFL score must be 57 (iBT) or higher
  - IELTS overall band score of 5.5 or higher
    - Intermediate Level or above:
      - TOEFL: 57 / IELTS: 5.5
      - **Requirement:** 16 weeks (4 hours per week) Oral English Communication training. Cost is \$1,040. Minimum of 8 weeks may be allowed.
    - Advanced Level:
      - TOEFL: 79 or above / IELTS: 6.0 or higher
      - **Requirement:** Applicant is considered English proficient and may fully participate in an exchange program at Missouri S&T
- Certification by the Applied Language Institute – To be completed by ALI Evaluator
- Assessment Fee: \$130.00 – payment is required prior to interview (please make check payable to the Missouri S&T Applied Language Institute; provide Journal Entry with MoCode if department is paying)
  - Passport Copy

## Results of English Language Certification Interview

Method of Interview:

- Videoconferencing via Skype  
 In Person

Results of the assessment determined the following:

I certify that I have interviewed the prospective visiting scholar and have determined that:

- The prospective visiting scholar demonstrated English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis.
- The prospective visiting scholar demonstrated a minimal level of English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis. The prospective visiting scholar is required to take an oral communication course upon arrival to Missouri S&T. The course is 16 weeks long, 4 hours per week. Tuition is \$1,040. A minimum of 8 weeks may be allowed. Attendance is monitored.
- The prospective visiting scholar did not demonstrate English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis.

ALI Evaluator Name: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Duration of Interview: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_

***These results and/or any other documents related to the objective measurement of the prospective scholar's English language proficiency will be made available to the Department of Homeland Security, Department of State, or any other appropriate government agency in the event of an audit or request.***

MISSOURI



University of  
Science & Technology

# Certification of English Language Proficiency

(CONFIDENTIAL DOCUMENT FOR USE BY THE OFFICE OF INTERNATIONAL AND CULTURAL AFFAIRS ONLY)

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## YOU MUST PURCHASE S&T HEALTH INSURANCE

In order for you to participate in Missouri S&T's exchange visitor program you and any dependents must purchase Missouri S&T's medical insurance and medical evacuation and repatriation insurance. **No other insurance policies will be accepted or substituted for the S&T insurance.**

You must purchase this insurance for you and all of your dependents upon your arrival and immigration check in at Missouri S&T. **You must purchase a minimum of three months insurance.** Please see below for insurance rates:

Coverage	Per Month Rate	Three Month Purchase Requirement
J-1 Exchange Visitor	\$ 140.00	\$ 420.00
J-2 Spouse	\$ 140.00	\$ 420.00
J-2 Children(s)	\$ 140.00	\$ 420.00

Completion of this form is required before a DS-2019 can be issued. If you are taking an English proficiency test by Skype, it cannot be administered until you have signed and returned this form.

I, \_\_\_\_\_ (enter your full name) understand that I must purchase S&T medical insurance, medical evacuation and repatriation insurance for myself and any dependents for the full period of time of my participation as a Missouri S&T exchange visitor.

Printed Name: \_\_\_\_\_ (surname, given name)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this completed form by email to  
ia@mst.edu**