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

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 Nunnery: lewisjus@mst.edu
Shawna Holle: hollesh@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
- 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 maintain 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/visitingscholars/resourcesforacademicdepartments/ 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: ______
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, with an additional $3,000 per year for spouse and $1,500 per year per child.

<table>
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<tr>
<th>Source</th>
<th>Amount (in USD$):</th>
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<tbody>
<tr>
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<td>US Government(Please Specify):</td>
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<td>Personal Funds (Original Bank Statement)</td>
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<tr>
<td>Other (Please Specify):</td>
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**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 ______
Certification of English Language Proficiency

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
  o Submit official test report
  o The test must have been taken within the past two years
  o TOEFL score must be 57 (iBT) or higher
  o 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.
    ▪ 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
  o 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)
  o 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. 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.*
Certification of English Language Proficiency

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