



## Exchange Visitor (EV) Application

**Complete this form to secure Form DS-2019 (to apply for a U.S. visa), Provost approval and UWO Computer & Library Access for a prospective Exchange Visitor (EV).**

“The purpose of the Exchange Visitor Program, in part, is to foster the exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching, lecturing and research efforts. The exchange of professors and research scholars promotes the exchange of ideas, research, mutual enrichment, and linkages between research and educational institutions in the United States and foreign countries. It does so by providing foreign professors and research scholars the opportunity to engage in research, teaching and lecturing with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their countrymen their experiences and increased knowledge of the United States and their substantive fields.”

### EV Categories & Federal Regulations

#### **EV Categories – Short-term Scholar, Research Scholar or Professor or Student Internship campus based only**

Each EV will apply for a visa within a specific category of the EV Program. The category will appear on immigration paperwork and determines allowable activity in the U.S.

#### **Short-term Scholar Category**

A Short-term Scholar is a “foreign national who is a professor, research scholar, or person with similar education or accomplishments who enters the United States for a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions.” Short-term scholars may also enter for the purpose of participating “in seminars, workshops, conferences, study tours, professional meetings, or similar types of educational and professional activities.”

Short-term Scholars are subject to the following federal regulations:

- ✓ The EV must be a professor or research scholar or someone with similar education and or experience.
- ✓ The maximum duration of stay is six months.
- ✓ The EV must participate in the conferences, workshops, seminars, or other events or activities stated in this application and on the EV’s immigration documents.
- ✓ The EV may also lecture or consult at sites not listed in this application or on the EV’s immigration document only when the sponsoring department communicates to the OIE the intention to offer lectures or consultations at program sites not included on this application at least three business days in advance or with sufficient time to

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[www.uwosh.edu/oie/](http://www.uwosh.edu/oie/)

allow the OIE responsible officer to issue written authorization of such activity. This written authorization must be attached to the EV's immigration documentation (Form DS-2019).

- ✓ The EV may not change to a different J- category after receiving a visa to travel to the U.S. or after arrival in the U.S.

### Research Scholar or Professor Categories

A Research Scholar is a "foreign national whose primary purpose is conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions. A research scholar also may teach or lecture where authorized by the sponsor."

A Professor is a "foreign national whose primary purpose is teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions, museums, libraries, or similar types of institutions. A professor also may conduct research where authorized by the sponsor."

Professors may engage in research and Research Scholars may engage in teaching and lecturing only as indicated in this application.

Although most EV's either continue to receive a salary from their home institution while on exchange or are at UWO as a grant-funded researcher, the EV program does allow an EV to be compensated when appropriate and when funding is available. See "attachments" in this application for appointment letter details.

Research Scholars and Professors are subject to the following federal regulations:

- ✓ Program duration must be between 21 days and five years.
- ✓ The EV may not be a candidate for a tenure track position.
- ✓ The EV may engage only in activities as indicated in this application and only at the site(s) of activity identified in this application.
- ✓ The EV has not participated in and completed (or will not have participated in and completed) a professor or research scholar program (J visa-designated program) within the 24 months preceding the beginning date of this program; The EV has not participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of this program unless the EV meets one of the following exceptions (indicate the exception below):
  - The EV is currently in a professor or research scholar program and is transferring to UWO to continue the current J-1 program.
  - The EV's prior physical presence in the U.S. on a J-visa program was less than six months in duration.
  - The EV's prior participation was as a short-term scholar.
- ✓ The sponsoring department will offer or make available to EV's and accompanying spouses and dependents, if any, a variety of appropriate cross-cultural activities and encourage exchange visitors to participate voluntarily in activities that are for the purpose of sharing the language, culture, or history of their home country with Americans, provided such activities do not delay the completion of the EV's program.
- ✓ The EV may participate in occasional lectures and short-term consultations not listed on this application only when such lectures and consultations are incidental to the EV's primary program activities. The sponsoring department must communicate to the OIE the intention to offer occasional lectures or consultations at sites not included on this application at least three business days in advance or with sufficient time to allow the OIE responsible officer to submit a site update to the federal government prior to the activity taking place.
- ✓ The EV may receive wages or other remuneration for occasional lectures or short-term consultations only as an independent contractor and only when all of the following conditions are met:
  - Lectures/consultations must be directly related to the objectives of the exchange visitor's program;
  - Lectures/consultations must be incidental to the exchange visitor's primary program activities;
  - Lectures/consultations must not delay the completion date of the exchange visitor's program;
  - The UWO Department Sponsor must submit to the UWO OIE
    - "A letter from the offer or setting forth the terms and conditions of the offer to lecture or consult, including the duration, number of hours, field or subject, amount of compensation, and description of such activity" and

- “A letter from the exchange visitor's department head or supervisor recommending such activity and explaining how the activity would enhance the exchange visitor's program”.
  - Wages/remuneration and site activity must be entered into the federal system by the designated responsible officer in the UW Oshkosh Office of International Education prior to the activity taking place.

**UW Oshkosh Research and Creative Activity Program**

J-1 visa holders participating in the *Research and Creative Activity Program* are subject to the following federal regulations:

- ✓ Primary purpose in the U.S. is full-time engagement in the UWO student *Research and Creative Activity Program*.
- ✓ Student provides documentation showing that the Program fulfills educational objectives at the home institution.
- ✓ Is enrolled in, pursuing a degree, and in good academic standing with a post-secondary institution outside the U.S.
- ✓ Will return to and obtain a degree from the home institution after completion of the *Program*.
- ✓ The maximum duration of participation cannot exceed 12 months. The US government does not grant extensions.
- ✓ Has sufficient English language skills to function on a day-to-day basis in the university environment.
- ✓ Cannot result in academic credit at UWO, unless the student pays tuition to UWO at the non-resident tuition rate.

**To be completed by the UW Oshkosh Sponsoring Department**

**EV Program**

The EV will be a (select one)	<input type="checkbox"/> Short-Term Scholar (180 days or fewer) <input type="checkbox"/> Research Scholar <input type="checkbox"/> Professor <input type="checkbox"/> UW Oshkosh Research and Creative Activity Program
The EV is	<input type="checkbox"/> not actively participating on a current J program <input type="checkbox"/> actively participating on a current J program

**UW Oshkosh Sponsor**

Department	<input type="checkbox"/> COB <input type="checkbox"/> COEHS <input type="checkbox"/> COLS <input type="checkbox"/> CON <input type="checkbox"/> OCE
Researcher Contact Name	
Researcher Contact Email	
Researcher Contact Tel	+1(920)424-
Researcher Contact Mobile	+1( ) -
Other Contact Name	(if available)
Other Contact Email	(if available)
Other Contact Telephone	+1(920)424- (if available)
Other Contact Mobile	+1( ) - (if available)
Department Mail Code	This code will be used to mail immigration paperwork to the EV. The cost may range from \$15-\$45, depending on the destination.
Criminal Background Check	Is a Criminal Background Check required? <input type="checkbox"/> YES <input type="checkbox"/> NO If unsure, check with HR. To complete the CBC, see <a href="http://uwosh.edu/hr/policies-procedures">uwosh.edu/hr/policies-procedures</a> .

**External Sponsor**

If an organization other than UW Oshkosh will sponsor the EV's visa, indicate that here.

Organization Name	(if applicable)
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**Reciprocity**

Per federal regulations, “on conducting its exchange visitor program, sponsors must make a good faith effort to develop and implement, to the fullest extent possible, reciprocal exchanges of persons.”

Will someone from UWO travel to the EV’s location on exchange?	<input type="checkbox"/> Yes. Briefly explain: <input type="checkbox"/> No. Briefly explain: <input type="checkbox"/> Unknown at the time of this application. Briefly explain:
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**Activities at UW Oshkosh**  
 Because activities are regulated by the federal government, and because the UWO Provost will confirm in his letter to U.S. consular officials that these activities are the basis on which UWO awarded immigration paperwork, it is important that all activities in which the EV will or may engage be listed.

Primary Program Activity (check only one)	<input type="checkbox"/> Research Project: Give the formal title or a brief explanation of the research topic:  <input type="checkbox"/> Teach: _____ List the course/s. <input type="checkbox"/> Observe: _____ What will be observed? Location: _____ <input type="checkbox"/> Consult: _____ Field Location: _____ <input type="checkbox"/> Train: _____ Field/topic Location: _____ <input type="checkbox"/> Demonstrate Special Skills: _____ Field/topic Location: _____ <input type="checkbox"/> UW Oshkosh Research and Creative Activity Program: Give the formal title or a brief explanation of the program:
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Secondary Program Activities (check all that apply)	<input type="checkbox"/> Research Project: Give the formal title or a brief explanation of the research topic.  <input type="checkbox"/> Teach: _____ List the course/s. <input type="checkbox"/> Train: _____ Field/topic Location: _____ <input type="checkbox"/> Demonstrate Special Skills: _____ Field/topic Location: _____ <input type="checkbox"/> Observe: _____ Location: _____ <input type="checkbox"/> Consult: _____ Location: _____ <input type="checkbox"/> Occasional Lectures: _____ List the field. <input type="checkbox"/> Enroll in one or more UWO courses <input type="checkbox"/> for credit or <input type="checkbox"/> audit (tuition fees apply)
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Location of Activity	_____ Required. List all locations in which the EV will engage in the activities checked above. The UW Oshkosh campus is considered one location (just list UWO). For other locations, include the name, address and phone number of the location.
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Cultural Program	_____ Required for “Research Scholar”, “Professor” and “UW Oshkosh Research and Creative Activity Program” categories. Be brief and do not list anything that isn’t 100% guaranteed to be completed. These activities may appear in the annual report that OIE must submit to the federal government.
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**Two-year Home Country Requirement**  
 Per federal regulations, the “Exchange Visitor Skills List is a list of fields of specialized knowledge and skills that are deemed necessary for the development of an exchange visitor's home country. When you agree to participate in an Exchange Visitor Program, if your skill is on your country’s Skills List you are subject to the two-year foreign residence (home-country physical presence) requirement, which requires you to return to your home country for two years at the end of your exchange visitor program. This requirement under immigration law is based on Section 212(e) of the Immigration and Nationality Act, as amended.”

Review the list here to determine whether this requirement applies to the EV applicant.  
<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/skill-list-by-country.html>

This requirement:	<input type="checkbox"/> applies to the EV applicant. <input type="checkbox"/> does not apply to the EV applicant.
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**Program/Hosting Dates**

These program dates will appear on the immigration paperwork and will be used to request access to the UW Oshkosh library and campus computers. For immigration purposes, the EV should arrive in Oshkosh by the date listed here and may not begin his/her program prior to the date listed here. Also for immigration purposes, the EV's program at UW Oshkosh must end by the date listed here. Exceptions, for immigration purposes, must be approved through the Office of International Education and may need to be recorded in the EV's federal "SEVIS" record.

Program start Date	Month:	Day:	Year:
Program end Date	Month:	Day:	Year:

**Compensation**

Any compensation provided to an EV must be indicated on the immigration paperwork generated by the OIE.

Indicate salary or compensation	<input type="checkbox"/> No compensation <input type="checkbox"/> Salary or Stipend \$
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**To be completed by the EV**

**Exchange Visitor (EV)**  
 Biographical data must match the EV's passport. This information will be used on immigration paperwork and/or in UW Oshkosh systems to generate a username, NET ID, and staff ID. The username, NET ID and staff ID give access to campus computer and library systems and make it possible for the EV to request a Titan ID card.

Name	Given:      Middle:      Family:      ←EXACTLY as in the passport
Title	
Home University	
Highest Degree Earned	<input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> Other
Field of Study (major)	
Email	@
Alternative Contact (enter at least one, if available)	_____ Skype _____ Viber _____ WeChat _____ WhatsApp _____ Other: _____
Home Address (outside the U.S.)	_____ Street _____ Apartment No. _____ City _____ State/Province/Department _____ Postal Code _____ Country
Mailing Address (outside the U.S.)	_____ Street _____ Apartment No. _____ City _____ State/Province/Department _____ Postal Code _____ Country
Mobile (outside the U.S.)	Country +      City (      ) Tel      -      -
Date of Birth	Month:      Day:      Year:
Country of Citizenship	
Country of Birth; City of Birth	;
Country of Residence	

Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female (for visa purposes)
Dominant Language/s	
U.S. Social Security Number	(if applicable)
Have you held a J-1 visa before?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, provide dates. From:     /     /     To:     /     / <i>Month / Day / Year                      Month / Day / Year</i>

### Funding

U.S. federal regulations require UW Oshkosh to confirm that you have adequate financial resources to meet all expenses related to your program. Your financial sponsorship and/or personal resources must be sufficient to cover at least U.S. \$1,000 per 30 days at UW Oshkosh plus an additional U.S. \$500 per 30 days at UW Oshkosh x (multiplied by) the number of dependents that will accompany you to the U.S. In addition, you must be able to show sufficient funds to cover tuition & fees if you plan to enroll in one or more courses. Indicate here the total available to you from each source. If you will not receive funding from a particular source or will not use personal resources to fund your stay, you must type \$0 in the applicable blank.

UW Oshkosh	\$
Government Sponsorship	\$     Government Entity:
Home University Sponsorship	\$     University Name:
Other Organization	\$     Organization Name:
Personal Resources	\$

### Local Accommodation & Local Contact Details

Complete this section if you have this information ready at the time of application.

Address (check all that apply)	<input type="checkbox"/> I will live on campus for the duration of my program. (NOTE: UW Oshkosh cannot provide housing for minors 17 years old or younger.)
	<input type="checkbox"/> I will stay on campus for the first few days or weeks of my program while I search for off campus housing. (NOTE: UW Oshkosh cannot provide housing for minors 17 years old or younger.)
	<input type="checkbox"/> I will stay in a local hotel for the first few days or weeks of my program while I search for off campus housing.
	<input type="checkbox"/> I will live off campus. Include your address, if known:  _____ Street _____ Apartment No. _____ City _____ State _____ Postal Code
Mobile	+1 (     )     -

### Travel Dates

The EV must not arrive in the USA more than 30 days prior to the program start date and must depart the U.S. within 30 days of the program end date as listed by the Program Sponsor in the “hosting dates” section above.

Date of Arrival in the USA	Month:     Day:     Year:
Date of USA Departure	Month:     Day:     Year:

### Dependent 1

Relationship to EV	<input type="checkbox"/> Spouse <input type="checkbox"/> Child
Name	Given:     Middle:     Family:     ← EXACTLY as in the passport
Date of Birth	Month:     Day:     Year:
Country of Citizenship	

Country of Birth; City of Birth	;		
Country of Residence			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female (for visa purposes)		
Date of Arrival	Month:	Day:	Year:
Date of Departure	Month:	Day:	Year:
<b>Dependent 2</b>			
Relationship to EV	<input type="checkbox"/> Spouse <input type="checkbox"/> Child		
Name	Given:	Middle:	Family: ←EXACTLY as in the passport
Date of Birth	Month:	Day:	Year:
Country of Citizenship			
Country of Birth; City of Birth	;		
Country of Residence			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female (for visa purposes)		
Date of Arrival	Month:	Day:	Year:
Date of Departure	Month:	Day:	Year:
<b>Dependent 3</b>			
Relationship to EV	<input type="checkbox"/> Spouse <input type="checkbox"/> Child		
Name	Given:	Middle:	Family: ←EXACTLY as in the passport
Date of Birth	Month:	Day:	Year:
Country of Citizenship			
Country of Birth; City of Birth	;		
Country of Residence			
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female (for visa purposes)		
Date of Arrival	Month:	Day:	Year:
Date of Departure	Month:	Day:	Year:

## Documentation

<b>Attachments</b>	
All applicable attachments ( <input checked="" type="checkbox"/> or <input checked="" type="checkbox"/> ) must be submitted prior to issuance of the immigration paperwork (Form DS-2019).	
For EV: <b>Short-term Scholar</b> or <b>Professor</b>	<input type="checkbox"/> Letter from the home institution confirming: 1) the EV's current position or status 2) the name of the highest degree earned
For EV: <b>Research Scholar</b>	<input type="checkbox"/> Letter from the home institution confirming: 1) the EV's current position or status 2) the name of the highest degree earned 3) confirming EV will be doing research
For EV: <b>Student Internship – Campus based ONLY</b>	<input type="checkbox"/> Letter from the student's home institution program/internship supervisor, on institution letterhead 1) confirming student status, 2) confirming the student's intention to return to the home institution to complete a degree after the internship, 3) confirming that the internship will fulfill educational objectives at the home institution, and 4) confirming that the student's primary reason for visiting the United States is to complete a student internship program 5) recommending the student for an internship in the US <input type="checkbox"/> Copy of the transcript from the home University.

For each primary EV	<input checked="" type="checkbox"/> Photocopy of passport; must include photo, personal data, and expiration date <input checked="" type="checkbox"/> Insurance Enrollment Form <input checked="" type="checkbox"/> <a href="#">Guest Researcher Agreement</a> <input checked="" type="checkbox"/> <a href="#">Volunteer Form</a> : Please simply add an emergency contact and sign it <input checked="" type="checkbox"/> Evidence of financial support equal to the amount listed in "Funding". Include: <ul style="list-style-type: none"> <li><input type="checkbox"/> UW Oshkosh Sponsorship Letter</li> <li><input type="checkbox"/> Government Sponsorship Letter</li> <li><input type="checkbox"/> Home University Sponsorship Letter</li> <li><input type="checkbox"/> Other Organization Sponsorship Letter</li> <li><input type="checkbox"/> Certified true copies of bank statements or other financial statements for Personal Resources</li> </ul> <input checked="" type="checkbox"/> Photocopies of all previously issued IAP-66/DS-2019 forms (if applicable) <input checked="" type="checkbox"/> Photocopies of all previously issued J-1 visas (if applicable)
For the EV's Spouse	<input type="checkbox"/> Photocopy of passport; must include photo, personal data, and expiration date <input type="checkbox"/> Certified photocopy of marriage certificate with English translation <input type="checkbox"/> Photocopies of all previously issued IAP-66/DS-2019 forms (if applicable) <input type="checkbox"/> Photocopies of all previously issued J-1 visas (if applicable)
For each EV Dependent Child	<input type="checkbox"/> Photocopy of passport; must include photo, personal data, and expiration date <input type="checkbox"/> Photocopies of all previously issued IAP-66/DS-2019 forms (if applicable) <input type="checkbox"/> Photocopies of all previously issued J-1 visas (if applicable)
From Sponsoring Department	<input checked="" type="checkbox"/> Invitation Letter from College Dean to Office of International Education <input type="checkbox"/> If a salary or stipend is to be paid, attach the position offer. Per federal guidelines, the position offer must include the terms and conditions of employment, including employer name & address, position title, position duration, job duties, number of work hours, wages, other compensation and benefits, deductions from wages including those taken for housing and transportation, insurance costs, and any other conditions or restrictions. <input type="checkbox"/> Confirmation that a Criminal Background Check has been completed (if required)

### EV Statement

- ✓ I affirm that the above statements are correct and complete. I understand that withholding requested information or giving false information may make me ineligible for admission to, or continuation in, the U.S. Department of State Student and Exchange Visitor Program at the University of Wisconsin Oshkosh.
- ✓ I understand that my immigration paperwork will indicate the types of activities in which I may engage at UW Oshkosh and will show official program dates at UW Oshkosh. I understand that these activities and dates will be the same as the activities and dates in this application.
- ✓ I understand that I must arrive in the U.S. by the date listed on my immigration paperwork and not more than 30 days prior to the program start date on my immigration paperwork.
- ✓ I understand that I must complete my activities at UW Oshkosh by the program end date listed on my immigration paperwork.
- ✓ I understand that I must depart the U.S. within **30 days** of the program end date listed on my immigration paperwork.
- ✓ If I am admitted as an EV to UW Oshkosh, I agree to abide by the rules and regulations of the University of Wisconsin Oshkosh and the EV Program.
- ✓ I give my permission to the University to obtain additional information pertinent to my social and academic record at other institutions.
- ✓ I am required to purchase the UW System Health Insurance for International Students and have to cover all my dependents I bring to the US with me and myself. I will pay the insurance premium at the latest 14days prior to my arrival in the US. I accept that this requirement cannot be waived.

EV's Signature:

Date:     /     /



## Sponsor's Declaration

- ✓ I affirm that the EV has the education, credentials, and language skills necessary to carry out the activity or activities indicated in this application.
- ✓ I agree to monitor the EV's stay in the United States, ensure that the EV is progressing in the work being performed or the research being conducted, and ensure that the EV is involved in cross-cultural programs where they can learn about the United States and its people.
- ✓ I agree to report a change in or addition to the EV's physical site of activity at least 72 hours prior to any change or addition.
- ✓ I agree to report a change in the EV's physical accommodation address to the UWO Office of International Education within 5 days of a change.

Sponsor's Signature:

Date:        /        /

### **For Office of International Education use ONLY**

I conducted a VOIP-based interview with the EV applicant on Date:        /        /        to assess the EV applicant's English language proficiency skills vis-à-vis proposed activities at UW Oshkosh and have found the applicant's English competency to be:

- Beginner Level
- Low intermediate Level
- High intermediate Level
- Advanced Level
- Fluent

Office of International Education Signature:

Date:        /        /

### Next steps:

1. Once all documents and signatures have been received and approved by the Office of International Education UW Oshkosh will issue an EV Invitation Letter.
2. UW Oshkosh will issue the Immigration Document (DS-2019) and send it to the EV's address.
3. Once the EV has received 1+2 the EV will receive instructions from [iss@uwosh.edu](mailto:iss@uwosh.edu) on how to use these documents to apply for a J1 Visa to enter the US.
4. All EV are required to enroll in the UW System International Student Health Insurance at the latest 14days prior to their arrival in the US. The EV will receive instructions on how to sign up for the health insurance from [iss@uwosh.edu](mailto:iss@uwosh.edu).