

**J-1 Exchange Visitor (EV)
Sponsoring Department/Faculty Agreement**

This form should be completed by the department and submitted to the International Center. A copy should be sent to the exchange visitor applicant.

Exchange Visitor Name _____
Dependents _____

Sponsoring Department/Faculty _____

Dates of EV activity: from _____ to _____

Brief description of activity (additional pages may be attached) _____

Source of funding:

- Springfield College (provide documentation)
- Other

My department will pay the \$400 visa/application fee for the exchange visitor

- Yes
- No

Springfield College has a long history of hosting visiting scholars from around the world. We welcome visiting scholars for the international perspectives they bring to our campus, and for the opportunity to share the expertise and culture of our respective countries. Exchange visitors have been professors, coaches, students, and administrators in various fields.

The general purpose of the J-1 scholar program is to promote international education and cultural exchange in order to develop mutual understanding between people of the United States and other countries. An exchange visitor can come to Springfield College to conduct research, receive mentoring from a coach, teach or lecture, and attend classes. Exchange visitors at Springfield College may come under the category of research scholar, professor, or short-term scholar. A research scholar may stay for a maximum of three years, and a short-term scholar may stay for a maximum of six months.

To ensure that the goals of the J-1 program are met, the sponsoring department or faculty member agrees to:

- a. Develop a plan of study, research or professional activity in conjunction with the exchange visitor's area of preparation
- b. Make a reasonable effort to determine that the EV's level of English proficiency is sufficient to achieve his/her goals at Springfield College

- c. Provide workspace, library and computer access, and cross-cultural interaction between the EV and the department's faculty and staff
- d. Be actively interested in the EV's research or activity
- e. Familiarize him/herself with the program requirements set by the US government for compliance within the J-visa category
- f. Maintain contact with the International Center regarding the EV
- g. Submit a summary of activity at the completion of the program

On behalf of Springfield College and the _____(sponsoring dept) _____, I understand and agree to these conditions.

Signature of Sponsoring Professor, Department Chair or Administrator