

FORM

This form must be completed by the sponsoring department, and the appointment of the exchange visitor must be approved by the Dean of the College. To avoid delays in the J-1 Exchange Visitor application process the application package must be completed and submitted in its entirety (including the J-1 Exchange Visitor Information Form, copy of official offer letter, and appropriate financial documentation). ISSS requires a minimum of five business days to evaluate and process a J-1 Exchange Visitor application.

Department Information:						
☐ Drexel University (DU)						
☐ Drexel University, College of Medicine (DUCOM)						
Department:						
Address Line 1:	Address Line 2:	(Apt/Floor)				
City:	State/ Province:	Postal Code:				
UPS Shipping Information:						
Funds:	Org #:					
Administrative Contact Person:						
Last Name:	First Name:					
Email Address:	Tel:	Fax:				
Appointment Information:						
Last Name:	First Name:	Middle Name:				
Length of Stay: From/	(mm/dd/yyyy)					
Proposed Exchange Visitor Category:						
☐ Professor (minimum of three weeks/ maximum of five years)						
☐ Research Scholar (minimum of three weeks/ maximum of five years)						
☐ Short-Term Scholar (maximum of six months)						
☐ Specialist						

Specific field of study, research, or professional activity:
Exact subject field code description can be found at http://nces.ed.gov/pubs2002/cip2000/ciplist.asp?CIP2
Description of proposed academic activity (i.e. research in DNA replication, observe thoracic surgery, teach classical studies, etc.):

Financial Support Information:

Exchange Visitors are required to show proof of financial support for the duration of the J-1 program participation. Estimated Living Expenses (per month) are as follows:

- Scholar \$ 1,750
- Spouse \$ 500
- Child \$ 325

Please attach an official copy of the departmental appointment/ award letter (The award letter should specify the length of sponsorship and the amount of money provided, living expenses, insurance, dependents, and other personal items) and indicate the estimated financial support (in US Dollars):

If the appointment/ award will not cover all necessary expenses, the Exchange Visitor may use private or self-sponsorship for the remainder.

All financial documents must be current at the time of application in order to be considered valid. Appropriate documents reflecting financial ability include, but are not limited to the following:

- Bank statement, stamped or signed by a bank official
- Account summary or summary of liquid assets
- Affidavit of support, submitted by sponsor & accompanied by financial verification
- Scholarship letter from sponsoring organization outlining dates and terms of scholarships
- Letter from employer stating earning for period of requested stay

Please indicate the estimated financial support (in US Dollars):

Drexel University	\$ Description:
US Government Agency or Agencies	\$ Description:
International Organization	\$ Description:
Home Government Funding	\$ Description:
Private Organization/ Employer	\$ Description:
Personal Funds	\$ Description:

English Language Proficiency:
Drexel University must assess the English ability of the prospective Exchange Visitor to be sufficient to permit undertaking this program.
Please provide the following information:
English Proficiency:
☐ Sufficient
☐ Insufficient
Means by which this assessment was conducted (i.e. phone conversation, written test, video conferencing):
To be Completed by Exchange Visitor's Supervisor at DREXEL:

To be completed by exchange visitor's supervisor at DREXEL:

- I understand that the law requires J-1 Exchange Visitors and their dependents to hold health and accident insurance, while participating in the program. I understand that if the Exchange Visitor does not purchase insurance effective immediately upon arrival in the U.S., the Exchange Visitor will be terminated from this J-1 program and that ISSS will notify the U.S. Department of State of the termination
- I will notify ISSS if the exchange visitor will not be able to arrive by the program start date listed on the Form DS-2019
- I will notify ISSS if the exchange visitor will not be participating in this program
- I will notify ISSS if the exchange visitor completes his/her program participation before the scheduled end of the program as stated on the Form DS-2019 and will submit the J-1 Exchange Visitor Early Departure Form
- I understand that the Exchange Visitor must consult with ISSS prior to agreeing on any changes to his original agreement (i.e. changes in research activity, funding, etc)
- I understand that: 1) the exchange visitor must check in with ISSS upon arrival in the U.S. and no later than 10 days after the program start date stated on the Form DS-2019, 2) I am responsible for ensuring that the exchange visitor reports to ISSS, and 3) that the exchange visitor's failure to report to ISSS may result in the termination of his/her exchange visitor program participation at Drexel University

X	Print Name		/
E-mail:	Telephone	Fax	
X	Print Name		/
E-mail:	Telephone	 Fax	