

The Curators of the University of Missouri Expectations for the Host Department and Scholar

PURPOSE

The purpose of the Exchange Visitor Program is to promote a mutual understanding between the people of the United States and the people of other countries through educational and culture exchange. The Exchange Visitor Program fosters the exchange of ideas between Americans and foreign nationals, and to stimulate international collaborative teaching, lecturing and research efforts. The program is not merely to provide workforce, but rather for the exchange of professors and research scholars to promote the exchange of ideas, research, mutual enrichment and linkages between research and educational institutions in the United States and foreign countries. The program affords qualifying 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.

The success of the J-1 scholar is valued as highly as the success of the research they perform.

The Curators of the University of Missouri on behalf of the University of Missouri (“program sponsor” or “university”) is considered a program sponsor through the U.S. Department of State for the Exchange Visitor Program. The University of Missouri host department acts on behalf of the program sponsor in the conduct of the program sponsor’s exchange visitor program. Placement at any MU host department does not relieve the university of its obligations to comply, and to ensure host department compliance, with the provisions set forth in 22 CFR. The university is required to ensure that each host department knows and complies with all applicable provisions of these regulations.

The scholar host department agrees to alert the University of Missouri International Student and Scholar Services scholar coordinator or J-1 scholar adviser of any concerns or issues concerning a scholar so that prompt action may be taken to form a resolution.

FACULTY HOST RESPONSIBILITIES

The supervisor or host department representative should act as the liaison between the visiting scholar, International Student and Scholar Services, and community. As the primary contact, the supervisor or host department representative will provide assistance during the residency of the visiting scholar and will be expected to ensure that scholars are appropriately selected, oriented, supervised and evaluated.

Selection

1. It is important to determine whether or not the department has research interests and facilities consistent with the project outlined by the scholar. The primary objectives of the program offered to the exchange visitor should be closely in line with the academic or occupational field of the exchange visitor in their home country.

2. Availability of workspace, access to library and computer facilities and opportunities for consulting with colleagues should also be considered, as well as the amount of time the faculty associate will have for advising and consulting with the visiting scholar.
3. If you agree to be a host faculty, please suggest an appropriate arrival date. It is important for the faculty associate or other representative to be available to assist the scholar upon arrival. You may find that the date proposed by the scholar is not convenient for your schedule and it may be advisable to recommend an alternative arrival date.
4. The host department must submit, through myStatus, a carefully developed invitation letter with program outline to International Student and Scholar Services along with the J-1 scholar request.
5. The Department of State allows an exchange visitor to transfer from one university to another if the purpose of the transfer is to complete the objective for which he or she was admitted to exchange visitor status and if the exchange visitor remains within the same participant category. After completing the program at MU, a scholar may choose to transfer their record to another university to continue their research if the scholar has not used the full amount of time allotted for their participant category. Few scholars request to transfer out of MU mid-program due to dissatisfaction with the program. The supervisor must inform the scholar, in the letter of invitation, if transferring mid-program is not permitted.
6. The supervisor or host department representative must ensure that exchange visitors possess sufficient proficiency in the English language to successfully participate in their program and to function on a day-to-day basis. International Student and Scholar Services recommends having a video conference with your scholar prior to issuing the letter of invitation to ensure that the English requirements have been met.
7. The exchange visitor must possess adequate financial resources to participate in and complete their program and possess adequate financial resources to support an accompanying spouse and dependents, if any. To host a scholar in Boone County, University of Missouri policy requires exchange visitors to show proof of finances in the amount of \$1,200 per month for the visiting scholar, \$700 per month for a spouse and \$400 per month for each child in addition to funds paid to the host department. Finances may come from a variety of sources such as government funding, host department funding, scholarships, grants or personal funds.

Orientation

1. Pre-arrival information.
 - a. At the pre-arrival stage, host departments must provide exchange visitors clear information and materials on, but not limited to, the following topics: program activities; cultural goals and components of the program; housing, including specific information on what housing is provided by the program or otherwise available; and the expected cost to the exchange visitor.
 - b. It is important for the scholar to know what arrangements can be made for transportation from the airport to Columbia and whether or not a member of the host department staff can meet the scholar's flight.
 - c. An itemized list of all fees to be paid by a potential exchange visitor (i.e., fees paid to the program sponsor or a third party), including description and amount of other costs that the exchange visitor will likely incur (e.g., insurance, living expenses, transportation expenses) while in the United States.
2. Post-arrival information.

- a. Ensure exchange visitor arrives and checks-in with International Student and Scholar Services within 30 days of the program start date listed on the DS- 2019.
 - b. Ensure exchange visitor attends a J-1 scholar orientation with International Student and Scholar Services.
 - c. Scholar host department representative must assist your scholar to obtain an ID with building access during their first 30 days of arrival on campus.
 - d. The Department of State encourages host departments to give their exchange visitors the broadest exposure to American society, culture and institutions; and to 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 exchange visitor's program.
 - e. If meetings of professional associations in the scholar's discipline are held during the scholar's grant period, please advise the scholar of these opportunities.
3. Cultural transitions. The increasing mobility of international students and scholars around the world introduces greater opportunities for cultural adjustment difficulties and communication challenges. Although many foreign scholars use the English language very effectively within their academic or research specialty, conversing and comprehending conversations in more routine settings may pose significant challenges. The work environment at an American research institution might also introduce the international scholar to unfamiliar protocols, procedures or performance expectations of supervisors and colleagues. Institutional administrative procedures could give the impression of an impersonal and unfriendly bureaucratic environment. Reduce the discomfort and depersonalization that visiting international scholars may experience by setting clear expectations:
- a. Job description — Provide a detailed written description of the responsibilities and duties of the position.
 - b. Schedule — Provide clear communication on work schedule requirements.
 - c. Progress — Meet regularly with the exchange visitor to evaluate progress.
 - d. Time off — Discuss notification procedures for absences due to illness, accidents or personal/vacation time.
 - e. Conduct — Provide guidance on workplace conduct, including appropriate dress, lunch breaks, etc.
 - f. Safety — Provide appropriate training and guidance on workplace safety procedures and compliance regulations.

Supervision

1. Have a general idea of the scholar's whereabouts (e.g., out for illness, out for vacation).
2. Inviting faculty or staff should be present on work site for at least 75% of the scholar's visit.
3. The visiting scholar and host faculty will be expected to carry out responsibilities at a University of Missouri approved location.
4. Alert International Student and Scholar Services in the event of a change in the exchange visitor's supervisor, mailing address, telephone number, facsimile number or email address.

5. Exchange visitors' participation in their exchange program must be monitored by the host department. Monitoring activities must not include any retaliation or discrimination against exchange visitors who make adverse comments related to the program. No sponsor or employee of a sponsor may threaten program termination, remove from the program, ban from the program, adversely annotate an exchange visitor's record or otherwise retaliate against an exchange visitor solely because they have filed a complaint; instituted or caused to be instituted any proceeding; testified or is about to testify; consulted with an advocacy organization, community organization, legal assistance program or attorney about a grievance or other work-related legal matter; or exercised or asserted on behalf of themselves any right or protection.
6. Refrain from requesting scholars to do personal work (e.g., mowing lawns, baby-sitting, typing papers) with or without appropriate compensation.
7. Support scholars in the development of interpretive, written, oral and research skills in accordance with the expectations of the discipline.
8. Acknowledge any scholar contributions to research and/or creative activity presented at conferences, in professional publications or in applications for copyrights and patents.
9. Discuss risks, such as radiation safety, chemical safety, biological safety or environmental issues, scholars might encounter while participating in scholarly activities and exert reasonable effort to minimize risks.
10. Report all incidents involving a scholar to International Student and Scholar Services.

Evaluation

1. It is strongly suggested that supervisors complete a formal review of the progress for each visiting scholar working under their direction at least once a year, or once during the exchange visitor's stay. The goal of the review is to ensure that the exchange visitors have a clear understanding of the status and progress of their work and educational advancement. Copies of the review document should be provided to the exchange visitor for their records.
2. Impartially evaluate scholar performance regardless of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, status as a qualified protected veteran or other criteria that are not germane to academic evaluation.
3. Contact the J-1 scholar adviser or scholar coordinator if the scholar is not performing at previously agreed-upon expectations.
4. Other issues regarding J-1 scholars should be reviewed closely by the host department representative and the visiting scholar with an International Student and Scholar Services adviser or coordinator.
5. Recommendations to shorten or terminate a scholar's program: The host department has the authority to recommend that International Student and Scholar Services shorten or terminate the J-1 program prior to or after the individual's arrival in the United States due to:
 - a. Violation of any U.S. law.
 - b. Failure to observe satisfactory academic or professional standards.
 - c. Engaging in unauthorized income-producing activity.

- d. Material misrepresentation.
 - e. Unexpected terminations of primary funding source and/or termination of project continuance.
6. Procedure to shorten or terminate a program:
- a. Host department consults initially with International Student and Scholar Services J-1 adviser.
 - b. Host department prepares a statement of fact and recommendations to the director of International Student and Scholar Services.
 - c. Director of International Student and Scholar Services provides a copy of these documents to the scholar and obtains proof of delivery.
 - d. Scholar sends a written reply to the director of International Student and Scholar Services within 10 days of receipt of the document.
 - e. The vice provost for International Programs, director of International Student and Scholar Services and scholar coordinator will consider such recommendations in an expeditious manner and will inform the scholar and the host department, in writing, of the decision.

SCHOLAR RESPONSIBILITIES

1. Maintain mandatory insurance for the J-1 scholar and any dependents for the duration of stay, even if they are outside of the country for more than 30 days. Current J-1 regulations for insurance must include:
 - a. Medical benefits of at least \$100,000 per accident or illness.
 - b. Repatriation of remains in the amount of \$25,000.
 - c. Expenses associated with the medical evacuation of exchange visitors to their home country in the amount of \$50,000.
 - d. Deductibles not to exceed \$500 per accident or illness.
2. If/when the J-1 scholar is out of the country for 30 days or more, they must continue to pursue their program objective.
3. It is always encouraged that a J-2 scholar travel with the primary J-1 scholar out of the country. If a J-1 scholar is out of the country for more than 60 days, the J-2 dependents must accompany the primary J-1 scholar outside of the United States.
4. Check-in with International Student and Scholar Services within 30 days of the program start date listed on the DS-2019.
5. Attend J-1 scholar orientation with International Student and Scholar Services.
6. Obey the laws of the United States.
7. Update address, phone and email in myStatus within 10 days of a change.
8. Pursue activities for which they were admitted into the country.

9. Acknowledge the contributions of the primary investigator and other members of the research team to the scholar's work in all publications and conference presentations, as applicable; acknowledgment may mean co-authorship when that is appropriate.
10. Recognize that in some disciplines, the primary investigator will determine when a body of work is ready for publication, exhibition or performance, and will determine an appropriate venue because the adviser bears responsibility for overseeing the performance of the scholar and ensuring the quality of any applicable scholarship.
11. An exchange visitor's participation in the Exchange Visitor Program is subject to termination if they engage in unauthorized employment. Upon establishing such violation, the Department of State shall terminate the exchange visitor's participation in the Exchange Visitor Program.
12. The J-1 scholar may accept employment, such as lectures or consulting work, at other institutions with appropriate advanced authorization from International Student and Scholar Services and the host department.
13. The scholar may engage in incidental study full time or part time; however, the primary objective for remaining in the US must be to complete J-1 program activities, not to pursue a degree.
 - a. Scholars who wish to study in a degree program need to apply and be admitted to that program separately from their scholar program. Visiting scholars must maintain their primary purpose as researchers/ professors. If, at any time, the primary purpose of the individual is degree seeking, the scholar should change from visiting scholar to student status. Visiting scholars may be allowed to attend less than 20% of the total class meetings (to lecture, observe, etc.). Any questions about this or inquiries about options for class attendance should be referred to the university registrar or senior associate registrar.
14. J-1 scholars must obtain authorization from International Student and Scholar Services before the initiation of a leave of absence and before returning to campus to ensure compliance with current SEVIS regulations and visa restrictions.
15. The two-year home country residence and physical presence requirement established by INA § 212(e) is one of the most important characteristics of exchange visitor status and should be thoroughly understood by each exchange visitor. Exchange visitors who are subject to the two-year home country residence requirement must "reside and be physically present" in their home country for an aggregate of two years before being eligible for certain immigration benefits.
16. As a J-1 or J-2 exchange visitor, accepting "public assistance" benefits is a violation of the visa status in the United States.
17. The exchange visitor must alert the host department representative and international adviser if they plan to end their program before the date listed on the DS-2019.
18. Depart the United States within 30 days of the program end date as listed on the DS-2019.
19. Contact International Student and Scholar Services with any issues, questions or concerns.

Host department representative (typically the administrative contact)

I have read and I understand my obligations as a host of a J-1 exchange visitor. I understand that failure to comply may result in a termination of my ability to host J-1 scholars. I agree to comply with policies and regulations listed above. If for any reason I am unable to comply, I will contact International Student and Scholar Services immediately.

Signature: _____ Date: _____

Printed name: _____

PI/Supervisor

I have read and I understand my obligations as a host of a J-1 exchange visitor. I understand that failure to comply may result in a termination of my ability to host J-1 scholars. I agree to comply with policies and regulations listed above. If for any reason I am unable to comply, I will contact International Student and Scholar Services immediately.

Signature: _____ Date: _____

Printed name: _____

Exchange visitor

I have read and understand my obligations as a J-1 exchange visitor. I agree to comply with policies and regulations listed above. If for any reason I am unable to comply, I will contact my host department representative and International Student and Scholar Services immediately.

Signature: _____ Date: _____

Printed name: _____