



EAS Visiting Scholar Request – Procedures

1. **BEFORE** initiating a request, confirm the following information with the scholar:
 - a. **Exact** dates, mm/dd/yyyy to mm/dd/yyyy, of the visit (no less than 90 days from the request, ideally about 180 days)
 - b. The scholar has or will soon have (see Step 4) *proof* of sufficient funding for the duration of the visit (a minimum of \$2000 per month for the duration of the stay) – See Appendix A
 - c. The scholar meets the English Language Proficiency requirements of J-1 regulations and, if applicable, provide proof of proficiency before initiating the scholar request – See Appendix B

2. **Complete the EAS Visiting Scholar Request form** and have it signed by your department chair and the dean.

3. **Submit the fully signed EAS Visiting Scholar Request form** and proof of English Proficiency documentation to EAS HR.

4. EAS HR will generate the invitation letter and reach out to the sponsoring faculty member and scholar to collect information and documents for the DS-2019 request package – See Appendix C. **Scholar must have proof of funding, see 1b, at this time.**

Appendix A: Estimated Expenses and Required Financial Documentation

Housing \$1,425/month

Personal Expenses: \$385/month

Transportation, misc.: \$190/month

TOTAL: \$2,000/month minimum (from all sources)

If dependents (spouse and unmarried children under age 21) will come to the U.S. in J2 status, please provide additional evidence of sufficient financial support and insurance coverage (**at least \$8,000 for each dependent per year – prorated monthly to \$667 if necessary**):

Provide clear copies of all financial documentation, with English translation and currency conversions as applicable. Documentation must be current (dated within the last 6 months) and for the full length of the proposed program.

Appendix B: English Language Proficiency

J-1 Exchange Visitor English Proficiency Certification

J-1 regulations require sponsors to determine that prospective scholars have sufficient proficiency in the English language to participate in their program. [22 CFR 62.10(a)]. **A sponsor must verify an applicant's English language proficiency through a recognized English language test, an Interview Assessment Report or confirm that they meet one of the exemptions.** It's important to note that a J-1 exchange visitor's health and safety could be compromised if English skills are inadequate.

English proficiency is documented by one of the following:

1. **A recognized English language test taken within the last two years** (see list of acceptable tests and minimum scores). If this is selected, please attach a copy of the official score.
2. **The scholar is exempt because they have obtained a post-secondary degree in a country where English is the language of instruction.** If this is selected, please provide a copy of the diploma and, if applicable, documentation that the instruction occurred in English.
3. **The scholar is exempt because they are a citizen of one of the following countries:**
Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada (except Quebec), Cayman Islands, Dominica, England, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland (Northern), Ireland (Republic of), Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, New Zealand, Nigeria, Papua New Guinea, Scotland, Seychelles, Sierra Leone, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Singapore, Solomon Islands,

South Africa, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Vanuatu, Wales, Zambia, Zimbabwe.

- 4. J-1 English Proficiency Interview Assessment Report from an interview conducted in English by the host faculty member and a department representative with the prospective exchange visitor.** The interview can be conducted in person, via zoom or other videoconferencing method, or if videoconferencing is not available, telephone. The host faculty member and the department representative conducting the interview must be proficient in English. **If this is selected, The required assessment form and rubric must be completed and signed prior to requesting an invitation letter.** Contact EAS HR for the required questions and assessment form.

Below is a list of acceptable English language tests. Test scores must meet the minimum required score and must be dated within the past 2 years.

TEST	MINIMUM SCORES
TOEFL (IBT)	75
IELTS	6.0
PTE Academic	50
ACT (English sub-score)	14
SAT I ERWS	400
KITE	460
WAEC/WASSCE (West African Senior School Certificate)	B3
Cambridge English Proficiency (CPE)	C
Cambridge English Advanced (CAE)	B
AP (English Language & Composition/English Literature & Composition)	4
IB Higher Level English A Literature	4
IB Higher Level English A Language and Literature	4
AS Level or A Level English or English Language Subject	C
Duolingo English Test (DET)	100

Appendix C: Information and Documents Required for DS-2019 Application

From the Scholar:

1. Proof of financial support (see Appendix A)
2. Copy of passports for scholar and any dependents that may be accompanying them
3. Copy of CV
4. Name, phone number and relation of emergency contact

From the Sponsoring Faculty Member:

1. Description of research activities including purpose and objective
2. Key responsibilities and authority of the scholar
3. Foreseeable workplace hazards
4. Safety training and equipment requirements