**APPLICATION FOR (insert First and Last name of J-1 scholar)**

**Instructions:**

CCAS requires departmental submission of the following information (all in English) to provide approval. Please complete the table below and submit required documents in the following order:

* Completed “International Visiting Scholars Application” form (on [CCAS Global](https://columbian.gwu.edu/global-engagement))
* Completed Teaching or Research Project Proposal
* Current CV
* Demonstration of English Proficiency
* One Letter of Recommendation
* Proof of Personal Health Insurance Coverage
* Proof of Funding

|  |  |
| --- | --- |
| **Country of origin** |  |
| **Department** |  |
| **Sponsoring Faculty** |  |
| **Funding organization** |  |
| **Number of years in J status** |  |
| **Highest level of education obtained** |  |
| **Requested Appointment dates** (MM/DD/YYYY) |  |

**Notes:**

**Department Expectations (Please Read Carefully):**

In compliance with federal regulations governing the J-1 Exchange Visitor Program, we certify that, to the best of our knowledge, the information contained in this request form is true and accurate. Furthermore, we certify:

1) That the individual’s program of research/teaching is consistent with his/her professional background and experience; and

2) That he/she has sufficient proficiency in the English language to participate fully in the program and function on a day-to-day basis in the United States.

As the University sponsor of the scholar, we agree that we will:

1) Ensure that the scholar attends the mandatory orientation;

2) Ensure that the scholar’s activities at GW are consistent with their listed DS2019 objectives;

3) Monitor the progress and welfare of the scholar, providing any assistance/advice needed to facilitate the successful completion of the program;

4) Ensure that the scholar obtains and maintains personal health insurance coverage for the duration of their J-1 program;

5) Notify CCAS Global of any changes in the scholar’s program including employment or payment not listed on the scholar’s DS-2019; and

6) Notify CCAS Global in writing when the scholar has completed or withdrawn from the program prior to the ending date on his/her DS-2019;

7) Notify OGS of events that could endanger the health, safety, or welfare of an exchange visitor or otherwise could be expected to bring the Department of State, the Exchange Visitor Program, or the sponsor's exchange visitor program into notoriety or disrepute. This includes but is not limited to death, serious injury, hospitalization of 48 hours or more, missing, litigation, arrest, or abuse.

**Approvals:**

Please obtain CCAS approvals in the following order.

|  |  |  |
| --- | --- | --- |
| **Approver:** | **Signature:** | **Date:** |
| **Requestor/Sponsoring Faculty**  Name:  Position title: |  |  |
| **Host Department Chair**  Name:  Position title: |  |  |
| **Executive Director, Global Initiatives**  **CCAS Dean’s Administration**  Frances Taoran Sun |  |  |
| **Vice Dean for Faculty Affairs**  **CCAS Dean’s Administration**  John Philbeck |  |  |

DATE (ex: March 24, 2020)

VISITING SCHOLAR FULL NAME

CURRENT TITLE

CURRENT HOME INSTITUTION

CURRENT HOME INSTITUTION ADDRESS

Dear VISITING SCHOLAR FULL NAME:

I am pleased to extend to you an invitation and appointment as Visiting Scholar in the SPONSORING DEPARTMENT of The George Washington University. The appointment is effective START DATE (ex: August 1, 2020) - END DATE (ex: July 31, 2021), and involves no salary or benefits. I understand that SPONSORING FACULTY FULL NAME & TITLE will serve as your sponsor during your stay with us.

The SPONSORING DEPARTMENT will arrange for you to have privileges in Gelman Library and appropriate University identification. You will be welcome to pursue your research using the library resources of the University; for material not available here or through interlibrary loan, the Library of Congress is just a few stops away on the Metro. We expect all research and scholarly work conducted at GW to be done in the manner that is fully consistent with the university's values, policies, procedures and laws.

We expect that you will share in the intellectual life of the University while you are here and our faculty and students look forward to sharing ideas and conversation with you. We hope that your time with us will prove fruitful.

Sincerely,

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John Philbeck

Vice Dean for Faculty Affairs

Columbian College of Arts and Sciences

CC: SPONSORING FACULTY NAME & TITLE

DEPARTMENT CHAIR NAME & TITLE

FRANCES TAORAN SUN, EXECUTIVE DIRECTOR, CCAS GLOBAL INITIATIVES