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| **Form To Be Completed by the Prospective Host Department:**  Complete this application and send to the Office of International Programs ([international@marian.edu](mailto:international@marian.edu)) along with the Appointment Letter. The Appointment Letter template may be found at www.marian.edu/international-ev  **\*\*Important\*\* The Exchange Visitor and Host Department applications must be complete and submit to the OIP at least 4 months prior to the intended start date.** |

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| Scholar’s Last Name | | Scholar’s First Name: | | | Country of Citizenship: |
| Intended Start Date of Visiting Scholar (m/d/y): | Intended End Date of Visiting Scholar (m/d/y): | | | Host Department: | |
| Title of Scholar’s Position while at Marian University: | | | Will the scholar have office space on campus, and if so, where? | | |
| Name of Primary Host/Supervisory Faculty Member, Title, and Phone Number: | | | | | |
| Description of Scholar’s Activities at Marian University (for example, please give a research or teaching description). | | | | | |
| Are the activities described above in collaboration with any off-campus company, lab or institution?    No Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Understanding of Host Responsibilities**  **By signing below, we attest that we will comply with the following responsibilities in hosting a J-1 Scholar:**   1. The department and college agree to host the scholar included on this form as a J-1 Exchange Visitor. 2. The department will have the J-1 Exchange Visitor **make an appointment to check in with the Office of International Programs by the first day of his/her appointment** so that the Office of International Programs can fulfill the government’s reporting requirements. 3. If an extension of program is necessary, the department will provide an updated appointment letter and proof of any additional funding **at least two weeks prior to the current program end date**. 4. If the Exchange Visitor does not come to Marian University as expected or will be delayed in arriving, the department will inform the Office of International Programs as soon as possible so that his or her documents can be updated. 5. If the Exchange Visitor ends his or her participation in the program more than 30 days earlier than the expected appointment date, the department will inform the Office of International Programs so that his or her immigration record can be updated as required by law. 6. The department understands that the Office of International Programs does not provide assistance in making housing, airport pick-up, technology set-up, or office arrangements. It is the responsibility of the host department to make all arrival arrangements. It is also the department’s responsibility to work with Human Resources and the Payroll office should the Exchange Visitor receive compensation for activities related to his or her program.   **Required Signatures:**  **Host Faculty/Supervisor of Exchange Visitor**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name Signature Date**  **Dean of Hosting Department**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name Signature Date**  **Provost**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name Signature Date** | | | | | |
| Department’s checklist of items to submit to [international@marian.edu](mailto:international@marian.edu):  Host Department Request Form Appointment Letter | | | | | |