



MONTCLAIR STATE UNIVERSITY

Office of International Engagement

Visiting International Scholar Request

This form should be completed for visiting international scholars requiring sponsorship of their visa to visit the United States. Please forward with the requesting supporting documents to the Office of International Engagement at cantan@montclair.edu

Faculty Host's Name: _____

Faculty Host's Title: _____

Faculty Host's Department: _____

Scholar's Name (FAMILY, Given): _____

Scholar's Mailing Address (university or home):

Scholar's Current Employer/Institution:

Scholar's Email Address: _____

Scholar's Academic Qualifications (attach copy of highest diploma):

Purpose of visit (Check One):

Teach Research Other (please explain): _____

Title of research proposal and/or class to teach:

Proposed start and end dates at MSU:

Start date: _____

End date: _____

These dates will appear on the scholar's invitation letter.



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English Language Proficiency: The Department of State requires J-1 Exchange Visitors to have sufficient proficiency in the English Language to successfully participate in their program and to safely function on a day-to-day basis in the United States.

Evidence of English language proficiency (check one):

Scholar's native language is English.

Scholar has a degree from an English speaking/taught university. Attached.

TOEFL or IELTS (English language tests) exam results attached.

Completed English3 J-1 English Interview. Minimum score of 2.5 to be considered. (For researchers only)

Faculty Host Expectations: The Faculty Host is responsible for screening and selecting qualified scholars who further the education, research, and international initiatives of the university. The Faculty Host should be the liaison between the visiting scholar, IE, and campus community. As the primary contact, the faculty host will provide assistance during the residency of the visiting scholar and will be expected to:

1. Conduct an online (or in person) interview with scholar applicantL
2. Arrange for a work space for the visiting scholar and orient the scholar to the campus;
3. Introduce the visiting scholar to the department, colleagues and students;
4. Refer the scholar to appropriate resources, lectures, and other opportunities;
5. Pick up and drop off the visiting scholar at the airport (if possible), and help the scholar settle in to the community;
6. Support the visiting scholar in finding off-campus housing;
7. Notify the campus community and IE of the visiting scholar's expected arrival on campus or any changes to their program or dates;
8. Monitor the visitor's stay in the United States, ensure that they are progressing in the work being performed or the research being conducted; and
9. Ensure the scholar is participating in cross-cultural programs or activities where they can learn about the United States and its people;
10. Notify the Office of International Engagement if the scholar is absent for a significant period of time and/or not making reasonable progress with their research.

Faculty Host Signature:

""""Kj cxg'eqpf wexgf 'cp'lp'r gtuqp kprkpg'lpvgtxkgy 'y kj 'vj ku'uej qmrt'cr r rlecpv0"

I understand that I will be the liaison between the visiting scholar, IE and the campus community. As the primary contact, I will provide assistance and mentorship during the residency of the scholar.

Signature: _____ **Date:** _____



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Visiting scholar expectations: A visiting scholar will be expected to:

1. Work to achieve the goals of their research program or appointment;
2. Engage with the host department and campus community: For example, deliver presentations, meet with classes or student groups that share common characteristics or interests, participate as a guest speaker within the scholar's disciplines;
3. Comply with all university regulations and visa regulations;
4. At the end of visit, submit a brief report on achievements, presentations and research efforts to the faculty host and IE.

International Visiting Scholar Fees

Every scholar will be asked upon arrival to check in with the Office of International Engagement (IE). Montclair State University charges a \$750 visiting scholar service fee, per semester.

The following exceptions to the service fee may apply:

- No fee will be charged to visiting scholars whose stay at Montclair State is limited to two months or less.
- No service fee will be charged to visiting scholars supported by the U.S. government's Fulbright scholarships or other U.S. government scholarship program.
- No service fee will be charged to scholars who are employed by institutions that are partner institutions.
- A reduced service fee will be charged to scholars who have not yet completed a Master's degree (reduced service fee, \$100 per semester).
- No service fee will be charged to scholars who are teaching or otherwise being paid by Montclair State University, including Distinguished Scholars.

Scholar Signature: _____ **Date:** _____

Please attach the following:

- ##### CV and Academic Qualifications
- ##### Research Proposal/Statement of Purpose/Job Description
- ##### Evidence of English Language Proficiency

I support the invitation of this scholar to our department for the purposes and timeframe outlined above.

Chair Name: _____ **Date:** _____

Chair Signature: _____

Dean Name: _____ **Date:** _____

Dean Signature: _____