



## J-1 New Research Scholar/Professor Request

### Form Guidance

This form is to be used for new scholars/professors only. Once completed, it must be submitted to [internationalservices@tuc.edu](mailto:internationalservices@tuc.edu) by the hosting department with all required documents attached. **Do not submit this form if you are requesting an extension for an active scholar's program.**

Visit the following link for a detailed list of documents needed from each party:

- [New Scholar Request: Document Checklist](#)

Please complete each field with as much detail as possible. Incomplete information or missing documents will result in processing delays.

To complete and submit this form, you will need to have the following documents available in a PDF, JPG or PNG format:

- TCU Invitation or Appointment Letter
- [Scholar Visa Request Form](#)
- Proof of English Proficiency
- Proof of financial documentation
- Copy of Scholar's Biographical page of Passport



**ACADEMIC DEPARTMENT/HOST FACULTY INFORMATION**

TCU School/College: _____	Department Name: _____
Department Address: _____	
Is the above address the same address where the scholar program will be conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please indicate the address the scholar program will be conducted: _____	
Name of Departmental Contact: _____	Title of Departmental Contact: _____
Email Address of Departmental Contact: _____	Phone Number of Departmental Contact: _____
Name of Direct Supervisor: _____	Title of Direct Supervisor: _____
Email Address of Direct Supervisor: _____	TCU Phone Number of Direct Supervisor: _____

**\*If the direct supervisor is not the department chair, the chair or Dean must also sign the Scholar Visa Request Form. Please refer to that form for more information.**

**PROSPECTIVE SCHOLAR INFORMATION**

Scholar's Last Name: \_\_\_\_\_

Scholar's First (Given) Name: \_\_\_\_\_

Scholar's Date of Birth: \_\_\_\_\_

Prospective scholars must meet minimum academic credentials and have sufficient English proficiency to participate in the J-1 exchange visitor program through TCU. To review the eligibility requirements, please visit our website.

List the academic degree(s) and year(s) awarded for the applicant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Adequate English proficiency is required of all J-1 Exchange Visitor Program participants. English ability must be sufficient to function on a day-to-day basis at TCU as well as off-campus. English proficiency can be verified through the following methods:

- A certified English language test no older than two (2) years. The minimum requirements are:
  - TOEFL = 550 (paper) / 80 (internet)
  - IELTS = overall score of 6.0 with no individual band score of less than 5.0
- A documented interview conducted either in person or video conferencing/telephone. A signed and dated departmental memo stating how, when, and by whom the English was assessed needs to be submitted with the application.

### TCU APPOINTMENT INFORMATION

Official TCU Position Title: \_\_\_\_\_

J-1 Categories Include:

- Professor - maximum duration of 5 years
- Research Scholar - maximum duration of 5 years
- Short Term Scholar - maximum duration of 6 months

J-1 Category Requested:

Professor     Research Scholar     Short Term Scholar

Is this a full-time (32+ hours per week) appointment (NOTE: Per regulations, J-1 exchange visitors must be placed in full-time roles)?

Yes

No

Appointment Start Date: \_\_\_\_\_

Appointment End Date: \_\_\_\_\_

CIP/Subject Code XX.XXXX ([Refer to NCES for correct code](#)): \_\_\_\_\_

Field of Proposed Research and/or Teaching Activity (ex. Biology, Law, International Affairs etc):  
\_\_\_\_\_



Provide a brief, yet detailed, description of the duties and activities the scholar will partake in during the program. (Ex. The scholar will conduct research on \_\_\_\_\_. This will result in \_\_\_\_\_).

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Please select the statement that most accurately describes the scholar's program:

- The scholar will spend more than 50% of their time researching.
- The scholar will spend more than 50% of their time teaching.

Will the scholar conduct any research affiliated with this program in another city, state or country?

- Yes
- No

If yes, please provide all address where the scholar may conduct research during their program:

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Please select all support services that will provided to the scholar:

- Office Space
- TCU Telephone
- Computer
- TCU Email Account
- Library Access
- Administrative Support

Will the scholar be charged any type of fee by TCU and/or the academic department?

- Yes
- No

If yes, what fees? \_\_\_\_\_



DOCUMENT TO BE INCLUDED:

- TCU Invitation or Appointment Letter
- [Scholar Visa Request Form](#)
- Scholar's Biographical Page of Passport
- Dependent Information Form (if applicable)
- Financial Documentation
- Scholars must demonstrate they have enough finances to meet minimum requirements:
  - Scholar (J-1 Exchange Visitor) \$2,000 USD per month
  - Spouse Dependent (J-2 Dependent) extra \$1,000 USD per month
  - Child Dependent (J-2 Dependent) extra \$500 USD per month per child

If the scholar is receiving TCU funding or salary, the invitation/appointment letter can be used as proof of adequate funding as funding should have been noted in the letter.

## DEPARTMENT APPROVALS AND CERTIFICATIONS

### Departmental Responsibilities - J-1 Visa Host

All U.S. colleges and universities must maintain and report certain information to the Department of Homeland Security (DHS) and Department of State (DOS) using the Student and Exchange Visitor Information System (SEVIS).

The ISO relies on TCU departments to provide accurate information about their scholars and professors before, during and after the J-1 program. **Failure to provide accurate and timely information to the ISO can result in the loss of the full J-1 program designation for the university.**

The ISO reports directly to TCU Student Affairs and follows their belief in the value of cross-cultural exchange through visiting scholars and professors. The university is committed to compliance with federal regulations governing the J-1 exchange visitor program.

As a host department, you have several responsibilities to each exchange visitor you invite to TCU:

- Invite your prospective exchange visitor early and allow sufficient time for the full visa process.
- Ensure the initial application provided to the ISO is complete and all supporting documentation is included.
- Ensure the applicant's English proficiency is sufficient to be successful not only on campus, but also off-campus in order to work through day-to-day tasks such as grocery shopping, asking directions, or communicating during an emergency with emergency personnel. **Demonstrating English proficiency is a requirement of the J-1 program application.**



- Ensure the exchange visitor obtains sufficient accident and sickness insurance to cover the duration of their stay (start date to end date; grace period coverage is recommended).
- Support the exchange visitor during the visa process and reach out to the ISO with any questions prior to advising the exchange visitor on their next steps.
- Assist the exchange visitor with submitting all check-in materials and information, as well as scheduling for an orientation session.
- Monitor the exchange visitor's activities and notify the ISO of any and all concerns.

Please Remember to:

- Notify the ISO as soon as possible if the exchange visitor will not arrive by the start date listed on the DS-2019.
- Notify the ISO within 10 days with any changes to the scholar's program including: if the initial offer was rescinded, or if the program will end early.
- Provide appropriate cultural and professional exchange activities to the exchange visitor as required by the J-1 exchange visitor program regulations.

I confirm that the school/academic department will make every effort possible to meet the obligations listed above. I understand that failure to do so may result in termination of the J-1 sponsorship for this scholar as well as the potential loss of the ability of the department to host exchange visitors in the future.

I certify that the information provided for the requested DS-2019 Certificate of Eligibility is true and correct to the best of my knowledge. I authorize the release of any information needed by the Department of State and the Department of Homeland Security to determine the eligibility for the requested benefit or during any investigation under the Immigration and Nationality Act. I request the ISO to bind TCU to the legal obligations associated with the J-1 exchange visitor program regulations.

**Departmental Signatures**

DEPARTMENT HOST NAME (PRINTED):	DEPARTMENT HOST SIGNATURE:	DATE (MM/DD/YYYY):
DEPARTMENT CHAIR NAME (PRINTED):	DEPARTMENT CHAIR SIGNATURE:	DATE (MM/DD/YYYY):
DEPARTMENT DEAN NAME (PRINTED):	DEPARTMENT DEAN SIGNATURE:	DATE (MM/DD/YYYY):