

Exchange Visitor Department Request

PLEASE COMPLETE ALL THE INFORMATION REQUESTED. THE DS-2019 FORM CANNOT BE MADE WITHOUT ALL THE NECESSARY INFORMATION.

Today's date: _____

(Note: exchange arrangements should begin a minimum 4-5 months prior to expected arrival date.)

Exchange Visitor Family Name: First Name: Middle Name:

Exact Dates of Exchange Visitor's scholarly activities at ISU: from

To:

J-1 Category: Please choose one

Student

Professor (for those with teaching assignments)

Research Scholar

Inviting Department: _____

Chairperson: _____

Today's Date:

Department Phone Number: _____

Campus Box Number: _____

Name of faculty contact*: _____

E-mail address: _____

**Note: this is the department faculty or staff member who will be responsible for the exchange arrangements, including:*

- Liaise with other relevant academic programs
- Coordinate information and paperwork with the Office of Equity and Inclusion.
- Courier (DHL or FedEx) the visa/invitation packet to the Exchange Visitor or see below.
- Officially welcome the visitor and/or arrange airport pick up.
- Help the visitor with housing, move in, shopping, obtaining University ID card, parking permit, and e-mail account
- Arrange for tour of campus and library
- Set up introductions to the Vice President for Academic Affairs, department faculty and key staff
- Assist during initial adjustment to ISU and U.S.A
- **THE VISITOR MUST PRESENT HIMSELF TO THE OFFICE OF EQUITY AND INCLUSION NO LATER THAN 20 DAYS AFTER ARRIVAL IN THE US. THIS IS A NEW REGULATION. FAILURE TO REPORT WILL RESULT IN THE CANCELLATION OF THE VISITOR'S STATUS.**

