



PROCEDURES

Inviting department should complete this form and . . .

- Attach appointment letter;
- Attach proof of financial support, if prospective EV is not supported entirely by Vanderbilt funds;
- Obtain all signatures on page 2; and
- Deliver this form with Exchange Visitor Application Part A and supporting documentation to ISSS.

ISSS reviews both EV Application Part A and B, and if the prospective EV is eligible, prepares a Certificate of Eligibility (DS-2019) and notifies the department within five business days. ISSS cannot process a DS-2019 without both parts of the application and supporting documents.

EV PERSONAL DATA

| | | |
|--|---|--------------------------------------|
| _____ LAST/FAMILY NAME, capitalized | _____ First/Given Name | _____ Middle Name |
| _____ Date of Birth: Month, Day, Year; (MM/DD/YYYY) | <input type="checkbox"/> Male or <input type="checkbox"/> Female | _____ U.S. Social Security Number |

PROGRAM DETAILS

Check one: New Application Extension of Stay Transfer from another EV Program (attach copies of current immigration documents)

| | | |
|----------------|---------------|------------|
| _____ | _____ | _____ |
| Position Title | General Field | Department |

Description of Proposed Activity: _____

Services will be performed at (check all that apply): Vanderbilt St. Thomas Meharry Other _____

Indicate the percentage of time the EV will spend in each area: Research _____ Teaching _____ (50/50 is not acceptable)

Indicate the highest educational level held by the prospective EV: Doctorate Foreign M.D. Masters Bachelors Other _____

The EV's activities will include: No Patient Care Residency or Clinical Fellowship
 Limited Patient Care Supervised by a U.S. Citizen Physician (contact ISSS for additional instructions)

Does the EV have adequate English ability? Yes No

University Status – Check all that apply: Staff Faculty Temporary Permanent
 Visiting Non-tenure track (Exchange Visitors cannot hold tenure track positions)

Proposed duration of program: 6 months or fewer **with no extension possible** 6 months to 5 years

Is this appointment likely to be renewed? Yes No

| | |
|-------------------------------------|-----------------------------------|
| _____ | _____ |
| Program Start Date (Month/Day/Year) | Program End Date (Month/Day/Year) |

Note: Program start and end dates on DS-2019 will reflect dates stated on appointment letter unless Dean approves the dates indicated above, by initialing on page 3. If the EV is not reappointed or is terminated from the position prior to the end date indicated, ISSS must be contacted immediately. The EV's record (DS-2019) would need to be canceled, thus ending his/her exchange visitor program at Vanderbilt.

ISSS expects that the Administrative Contact will: notify ISSS of any changes to the EV's arrival date; ensure that the EV "checks in" at ISSS upon arrival (so that his/her record can be validated in the SEVIS database) and attend scholar orientation (if a J-1 research scholar, professor or specialist); and report any changes to the EV's program during stay at Vanderbilt (including: termination or change of department).

FUNDING

It is essential that we have complete and accurate information regarding the source and exact amount of the applicant's financial support. The US Citizenship and Immigration Service (USCIS) and the Department of State require this information. It will also appear on the DS-2019. The University may be held liable for statements regarding Vanderbilt salaries and benefits. This information is kept strictly confidential. **If the applicant will be supported wholly or in part by non-Vanderbilt funds, original documentation of the source and amount of support must be attached.**

Note: A per annum minimum of \$12,000 for the EV, \$6,000 for the spouse, and \$3,000 per child is required for issuance of a DS-2019.

| | | Annual | Per Period |
|--|----------|--------------------------|--------------------------|
| Vanderbilt University, including grants | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| If the Vanderbilt grant was specifically designed for the promotion of international education, check here: <input type="checkbox"/> | | | |
| U.S. Government Agency _____ (excluding Vanderbilt grants) Name of agency | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| International Agency _____ Name of agency | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Government of Exchange Visitor | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (please specify) _____ Name of organization | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Funds | \$ _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Will the EV receive Vanderbilt's faculty/staff health insurance benefits? Yes No

Note: All Exchange Visitors are required to maintain adequate health insurance coverage for themselves and their dependent(s) residing in the U.S. Detailed information is provided in writing by ISSS and discussed during orientation. Willful violation results in program termination.

APPROVAL

Immediate Supervisor

Signature _____

Date _____

Print Name _____

Address _____

Phone _____

Department Chair

Signature _____

Date _____

Print Name _____

Dean

Signature _____

Date _____

Print Name _____

_____ By initialing, the Dean agrees that the proposed start and end dates on page 2 are acceptable, although potentially different from the period approved on official appointment letter.

Administrative Contact

Print Name _____

Date _____

Address (physical building and address, not PO Box) _____

(VUMC must include Zip+4)

Phone _____

Fax _____

E-mail _____

Notify me when the DS-2019 is available for me to pick-up

Send DS-2019 via campus mail

Note: Please notify ISSS if scholar is unable to arrive by the original start date. J-1 Scholar must check-in with ISSS immediately upon arrival. J-1 Scholar orientation is every Thursday at 1:00pm in ISSS.