

MEMO:

TO: Departments/Divisions That Wish to Sponsor International Exchange Visitors--
Professors, Researchers, Professionals, and/or Selected Students

FROM: Brian White, Associate Dean of Students and
Director of International Student Services

Your department/division or school recently requested information on how to make arrangements for an international Exchange Visitor (Professor, Researcher, Professional, and/or Selected Student) to come to Lewis & Clark College on a J-1 visa. A checklist is provided below along with a form titled "Exchange Visitor Information."

The Exchange Visitor program is administered by the United States Department of State (DOS) which in 1993 placed restrictive conditions on both Exchange Visitors and their sponsors. The conditions are complicated, so please be advised of the following: Exchange Visitors must be qualified for the position; must be coming to the U.S. temporarily, with no intention of staying permanently; must have adequate funding from an outside source (not personal funds); must have insurance that meets government guidelines (our faculty insurance does not meet those guidelines, but International Student Services can arrange qualifying insurance); and, must meet restrictive immigration requirements (applicants already in the U.S. may not be qualified).

Checklist:

- _____ Call International Student Services (503-768-7305) and inform the staff of your plans.
- _____ Send a resume of the Exchange Visitor to International Student Services. Fax 503-768-7301 or email bdwhite@lclark.edu.
- _____ If the applicant is currently in the U.S., obtain photocopies of the following: (1) passport information page; (2) I-94 form (front and back); (3) current U.S. visa; (4) current DS 2019 or I-20 form (if applicable). Forward copies to International Student Services. You can fax them to 503-768-7301 or email to bdwhite@lclark.edu
- _____ Obtain confirmation from International Student Services that the applicant is eligible in terms of immigration law.
- _____ Clarify the sources of funding and contract terms for the Exchange Visitor with the Dean's Office. If L&C is the sponsor, make sure to include budget numbers.
- _____ Forward a copy of the contract to International Student Services. You can fax it to: 503-768-7301.
- _____ Complete the attached *Exchange Visitor Information Form*. The information is essential in order to complete Department of State and Department of Homeland Security (DHS) documents for securing U.S. visas. Return the completed form to International Student Services. (MSC 192).

22. **Sponsor Declaration:** The signature of the faculty member below indicates that: (1) he/she is the sponsor of the Exchange Visitor listed above; (2) the information listed above is true and accurate; and (3) all appropriate offices have been notified.

Faculty Member (Signature) (Date)

23. **CAS Department/Division Approval:** The signatures below indicate that the agreement with the Exchange Visitor listed above has been approved.

Department Head (Signature) (Date)

24. **Dean: (CAS/Law/Grad as appropriate):** The signature below indicates that the agreement with the Exchange Visitor listed above has been approved.

Dean (Signature) (Date)

Please return this form to:
 International Student Services
 Lewis & Clark College- MSC 192
 0615 SW Palatine Hill Road
 Portland, OR 97219
 Email: bdwhite@lclark.edu

OR

FAX it to:
 503-768-7301

If you have questions, please contact Brian White at (503) 768-7307 or at: bdwhite@lclark.edu