

PROCESS

The new Exchange Visitor should complete this form **IN BLOCK LETTERS** and...

- Attach Passport ID Page(s);
- Attach proof of financial support, if not supported entirely by Mercer University;
- Attach proof of conversational English language competency;
- Attach current DS-2019 if currently at another U.S. institution;
- Send this form with supporting documentation to inviting department by e-mail

PERSONAL DATA

Last Name/Family Name	First Name	Middle Name	
			<input type="checkbox"/> Male
			<input type="checkbox"/> Female
			<input type="checkbox"/> Married
			<input type="checkbox"/> Single
Birth Date (MM/DD/YYYY)	City of Birth	Country of Birth	
Country of Citizenship	Country of Permanent Residence	U.S. Social Security Number	
Phone Number	Email Address		
Foreign Address:	Current Address (if different):		
	Street	Home Country Occupation	
	Apt. #	Home Country Employer	
	City		
	State or Province		
Country	Country		

IMMIGRATION INFORMATION

<ul style="list-style-type: none"> • Are you presently in the U.S. ? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Current immigration status: _____
If yes: I-94 number: _____	Current status start date: _____
	Current status end date: _____
<ul style="list-style-type: none"> • Have you been in the U.S. in J-1 or J-2 status within the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No • If you are currently in J status, do you have medical benefits of at least: \$100,000 per accident or illness, \$25,000 for repatriation of remains, \$50,000 for medical evacuation and a \$500 or less deductible for yourself and your dependent(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No 	

The Inviting Department should complete this form IN BLOCK LETTERS and...

- Attach appointment/invitation letter;
- Attach proof of financial support, if not supported entirely by Mercer University;
- Obtain all signatures on Page 2;
- Deliver this form with *J-1 Exchange Visitor Application PART A* and supporting documents to the OGE.

The Director of Global Pathways will review both Part A and Part B of the EV Application, and if the prospective EV is eligible a Certificate of Eligibility (DS-2019) will be processed and the inviting department will be notified within 5 business days. The application cannot be processed without both parts and all necessary supporting documentation.

EV PERSONAL INFORMATION

Last Name/Family Name	First Name	Highest Degree of Education
Occupation in Home Country	Employer in Home Country	
Category (See definitions)	<input type="checkbox"/> Professor <input type="checkbox"/> Research Scholar <input type="checkbox"/> Student <input type="checkbox"/> Short-Term Scholar	

PROGRAM DETAILS

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

General Field	Department	Position Title
Description of Proposed Activity: _____		
Departmental Supervisor	Phone of Supervisor	Supervisor's email

What type of supervision will this Exchange Visitor receive? Direct (working under close supervision)
 Indirect (working independently)

Length of proposed appointment: From (MM/DD/YYYY): _____ to _____

Is this appointment likely to be renewed? Yes No **Maximum stay in J-1 status is 5 years*

Services will be performed in (check all that apply) Macon Atlanta Henry County
 Savannah

University Status: Staff Temporary Permanent
 Faculty Visiting Non-tenure track (*J-1 EV cannot hold tenure track positions*)

NOTE: DS-2019 program start and end dates will reflect those stated on the appointment letter. If the EV is not reappointed or is terminated from the position prior to the end date indicated, OGE must be contacted immediately. The EV's record (DS-2019) must be canceled in the above circumstance and the program at Mercer ended. OGE expects that the EV's supervisor will: (a) notify OGE of any changes to the EV's arrival date; (b) ensure that the EV reports to OGE upon arrival in order to have the program "validated" in the SEVIS database; (c) inform the EV of the necessity of scholar orientation with OGE; and (d) report any changes to the EV's program during the stay at Mercer University.

FUNDING

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

A per year minimum of \$15,600 for the EV, \$6,500 for the spouse, and \$3,500 per child is required for issuance of the DS-2019.

	\$ _____	_____	Per Year or Per Month
Mercer University (including grants/contracts)			
Name of grant/contract _____	End date of grant/contract _____	Account # _____	
U.S. Government Agency _____	\$ _____	_____	
International Agency _____	\$ _____	_____	
Home Government of Exchange Visitor	\$ _____	_____	
International Organization _____	\$ _____	_____	
Personal Funds (Savings/checking bank statement required)	\$ _____	_____	

Will the EV receive the Mercer University 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.

ENGLISH LANGUAGE CONVERSATION COMPETENCY

As of January 5, 2015 the U.S. Department of State requires new Exchange Visitors to possess sufficient proficiency in the English language. An objective measure of English language competency must be utilized to determine if the EV will be able to participate in their program and function on a day-to-day basis. Applicants to Mercer University can provide the following internationally recognized test scores to meet this criteria;

Language Proficiency Exam	English Language Assessment Equivalencies
	International Direct
DET	115 (no part below 110)
iBT/TOEFL	80 (no part below 18)
pBT/TOEFL	70 (no part below 18)
IELTS	6.5 (no part below 6.0)
ITEP Academic Plus	4.5 (no part below 4.0)
PTE	54 (no part below 50)
EIKEN	1
TOEIC	695
Cambridge	FCE (no part below 165)
ILSC	Adv 1
OHLA	Adv 2
CEFR	C1+ - C1
IB English B	Standard Level 6
	Higher Level 5
IB English A: Language and Literature	Standard Level 6
	Higher Level 5
IB English A: Literature	6
GCSE/GCSE/GCE O-LEVEL	B

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J-1 Exchange Visitor Application PART B
INVITING/HIRING DEPARTMENT SECTION
OFFICE OF GLOBAL ENGAGEMENT

APPROVAL

Immediate Supervisor

Printed Name

Phone

E-mail Address

Signature

Date

Department Chair

Printed Name

Phone

E-mail Address

Signature

Date

Dean's Approval

Printed Name

Phone

E-mail Address

Signature

Date

RO/ARO Contact

Printed Name

Phone

E-mail Address

Signature

Date

*The department understands that the all Exchange Visitors on Mercer's J-1 Program, and their accompanying dependents, must be covered under a health insurance policy that meets the minimum standards established by the Department of State. We further understand that the failure to comply with this requirement may result in cancellation of the visitor's J-1 status.

*The department understands that the Exchange Visitor is permitted to engage ONLY in the activities described on this form, in the Department indicated on this form, for the length of time indicated on this form. The OIP will be notified immediately of any changes.

*The department verifies that all information listed on the request is accurate.