

TERMS OF APPOINTMENT

<u>NAME:</u>	Afsanat Ineza	<u>DATE:</u>	April 11, 2022
<u>ADDRESS:</u>	Ashesi University 1 University Avenue Berekuso, Accra PMB CR 3 Ghana	<u>HOME COUNTRY:</u>	Rwanda
<u>TELEPHONE:</u>	+1 250781864028		
<u>Email:</u>	Afsanat.ineza@gmail.com		

Dear Afsanat Ineza,

We are pleased to confirm your participation in the Institute of International Education's (hereinafter "IIE") P-3-00006 Exchange Visitor Program as a J-1 Exchange Visitor in the Student Non-degree category. At the request of the College of Wooster (hereinafter "Wooster"), IIE will provide J-1 visa sponsorship for your program and make its services available to you. This program will take place at Wooster.

It is essential that you understand these Terms of Appointment (hereinafter the "Terms") in their entirety. You must confirm your understanding, acceptance, and agreement to these Terms by signing your name on the last page and returning them promptly as instructed.

PURPOSE AND PROGRAM DESCRIPTION: The purpose of this exchange program is to provide you with the opportunity to enhance your skills and to improve your knowledge of American techniques, methodologies, or expertise in the field of applied sciences. This program shall not duplicate any prior experience, and the use of this exchange program for ordinary employment or work purposes is strictly prohibited. The program is not designed to recruit and train aliens for employment in the United States and you shall not replace full or part-time employees.

Upon arrival you should report to:

Dr. Drew Pasteur
The College of Wooster
1189 Beall Ave
Wooster, OH 44691
Telephone: (330) 263-2000
Email: dpasteur@wooster.edu

DURATION: The period of your exchange program is authorized from May 17, 2022 to July 8, 2022. This academic exchange can be extended until reaching the maximum allowable period set by the Federal Regulations. Currently, the maximum allowable period for the Student, Non-Degree category is twenty-four (24) months. It is understood that upon completion of your authorized exchange program you will return immediately to Rwanda or your last country of legal permanent residence.

FINANCIAL PROVISIONS: The financial provisions for this exchange program are as follows:

- **Living Expenses and Arrangements at Wooster:** It is understood that Wooster will provide you with \$4,200. This amount is meant to cover visa fees, flights, and housing. You will be expected to cover all daily living expenses, any domestic or international vacation travel, recreation and incidental expenses with these funds.
- **Academic Tuition & Fees at Wooster:** It is understood that Wooster will waive Wooster's tuition and fees in addition to providing for cultural activities/trips valued at \$500.
- **International Transportation:** You are responsible for making all travel arrangements to and from the United States and your host institution.

PROGRAM POLICIES & REQUIREMENTS: To comply with J-1 visa regulations, you are expected to fully participate in the program activities described above and to follow all instructions IIE gives you in regard to your exchange program. You are also expected to comply with the standards and policies of Wooster. You will be subject to the penalties of Wooster for any violation of these respective standards and policies. While in the United States under this exchange program, you are required to keep IIE informed of any changes in your physical residence, phone number and e-mail address; site of activity; immigration status; extension dates for passports; marital status; and travel plans, including departure from the United States. IIE must be notified in writing of any and all changes related to the above within 10 days of their occurrence. In addition, you must receive prior approval from IIE before any changes to your exchange program can be made. You will need to complete various reports throughout your exchange program. Such reports will include and are not limited to mid-term and final program evaluations, which must be co-authored and signed by you and your supervisor(s). IIE reserves the right to request reports and other information about you and your exchange activities and progress from Wooster. Failure to comply with instructions, policies or standards, submitting reports or notifying IIE of any respective change within the time frame stated can be grounds for termination.

NON-IMMIGRANT VISA STATUS: Under these Terms, your non-immigrant visa status will be that of a J-1 Exchange Visitor, Student Non-degree category, under IIE's Exchange Visitor Program P-3-00006. It is expressly understood between the parties that you shall not apply for adjustment of your exchange visitor status without the written consent of IIE. Please be aware that J-1 Exchange Visitors may be subject to the two-year home-country physical presence requirement. Further information on this requirement is given on the second page of Form DS-2019; please read this information carefully.

SEVIS REQUIREMENTS & FORM DS-2019/J-1 VISA: The U.S. Department of State (DOS) manages Exchange Visitor Programs for nonimmigrant exchange visitors in the J-1 visa classification and their dependents. DOS uses the U.S. Department of Homeland Security's (DHS) Student and Exchange Visitor Information System (SEVIS), an internet-based system, to maintain information on immigration and academic status of exchange visitors (e.g., students, teachers, trainees, professors, scholars and respective dependents). In particular, SEVIS tracks arrivals and departures as well as continued enrollment, academic training, on-campus employment and other important related activities.

Once you have reviewed and returned a signed copy of these Terms, IIE will issue a SEVIS- generated Form DS-2019 and send it to you along with a Welcome/Orientation packet to the address written above. You are required to complete Form I-901 electronically and pay the mandatory DHS SEVIS fee on your own behalf.

A Form DS-2019 is required to secure a J-1 visa. When applying for a J-1 visa you will need to bring Form DS-2019, SEVIS fee payment receipt, a valid passport and a copy of these Terms. You are personally responsible, financially and otherwise, for making all arrangements for your passport and J-1 visa. ***IIE***

strongly recommends that you make travel arrangements to the U.S. after obtaining your J-1 visa. This sponsorship is available only if you secure a passport and J-1 visa.

Upon receipt of your Form DS-2019, please make special note of the Start Date. If you are not able to enter the United States by this date you **must** contact IIE immediately so the appropriate action can be taken in SEVIS. You will not be able to enter the United States more than 30 days prior to the Start Date.

Upon arrival in the United States, you must contact IIE and provide your physical residence address and other contact information. IIE must report this address to DHS through SEVIS. If you fail to report this information to IIE within ten (10) days from the Start Date of your Form DS-2019, your legal status in the United States is in jeopardy. You should also report your mailing address (if you are unable/do not want to receive mail at your residence). Failure to report your arrival as instructed can be grounds for termination.

Following the completion of your program, the period defined on the Form DS-2019, the United States Citizenship and Immigration Services (USCIS) allows program participants a 30-day travel period commonly referred to as the "Grace Period." During this 30-day grace period, you are no longer in J-visa status, and are under the jurisdiction of the USCIS. The USCIS grants this period to allow program participants to settle their affairs and to prepare to return to their home countries.

TAX STATUS: Any income paid to you is subject to U.S. income tax regulations and you may therefore have some funds withheld from your salary. It is your responsibility to inquire with the United States Internal Revenue Service (IRS) and the State of Ohio tax authority to see if you are required to pay tax on this income. It is your responsibility to obtain all proper documentation and to file an income tax return with the IRS whether or not you incur a tax liability.

HEALTH INSURANCE: DOS has established minimum requirements for insurance that are designed to protect exchange visitors and their dependents. Federal regulations governing J-1 Exchange Visitor Programs require health insurance coverage for the J-1 and each J-2 dependent. This coverage must be in effect during the period of the exchange program and must meet the minimum requirements.

As per the request of Wooster, you will be enrolled in IIE Private Programs health insurance administered by Cultural Insurance Services International for the duration of this exchange program. This health insurance program meets the minimum J-1 requirements. You will only be covered under CISI for the duration of your program. If you plan to arrive in the U.S. during the 30-day grace periods before or after your program, and if you wish to purchase health insurance for these periods, you are responsible for purchasing said coverage on your own.

PROGRAM EXTENSIONS: If you plan to request an extension of your program beyond your current end date of July 8, 2022, you must do so while your program is still active. In order for IIE to process an extension of your program, you and Wooster must submit the required documents at least one month in advance of your program end date. You must also sign and return the extended Terms of Appointment, which will be provided to you by IIE, before July 8, 2022 in order for IIE to process your extended Form DS-2019.

DEPARTURE FROM THE UNITED STATES: At least 30 days prior to the end date of your exchange program you must inform IIE of your plans for return travel to your home country. You must provide the name of the airline/transit company and flight/train/bus numbers, the date of departure, the city of departure, the date city of arrival in your home country.

In the case that you leave your program voluntarily or it is terminated by Wooster before the end date of your program, you must notify IIE immediately and submit your departure form co-signed by your supervisor. If you fail to submit your departure form, IIE will withdraw its sponsorship and notify DOS and immigration authorities. Once this step has been taken your status in the United States is illegal.

PROGRAM REVISIONS, REVOCATION OR TERMINATION: Wooster and IIE reserve the right to revise or adjust these Terms, or revoke or terminate this program if conditions so require. Grounds for such action include, but are not limited to, changes in your program without prior approval of IIE, changes in the availability of funds, change of non-immigrant visa status, failure to comply with these Terms, failure to maintain satisfactory progress or submit required reports, engaging in unauthorized income-producing activities, physical or mental incapacitation, material misrepresentation made in your application form or support documents, conduct prejudicial to the program or violation of the laws of the United States, and violation of visa regulations or SEVIS reporting requirements.

These Terms may also be revoked or terminated due to events beyond the reasonable control of your host institution and IIE, including but not limited to, acts of God, declared war in the United States, strikes, flood, weather, epidemics, pandemics, restrictions on travel, acts of terrorism, or any reason making it illegal, impossible, or inadvisable to complete the exchange program, as determined by your host institution and IIE

IIE CONTACT: Any questions or concerns regarding your participation in this exchange program should be addressed to:

Ms. Kim Brown
Exchange Visitor Officer
Institute of International Education
One World Trade Center, 36th Floor
New York, NY 10007
E-mail: exchangevisitor@iie.org

AGREEMENT TO TERMS: By signing these Terms, you are indicating that you fully understand and agree to comply with these Terms and you certify that you seek entry to the United States for the exclusive purpose of this temporary exchange opportunity at the institution listed above. You also agree to being this academic exchange effective May 17, 2022, subject to maintaining valid U.S. J-1 status. In addition, you certify that you will comply with the laws of the United States and you affirm that you have not and will not promote or engage in violence, terrorism or destruction of any State through violent means. NOTE: These Terms are not negotiable upon arrival.

With best wishes for a successful and rewarding program in the United States,

Sincerely,



Ms. Kim Brown
Exchange Visitor Advisor