

## Departmental Request for Sponsoring an Exchange Visitor/Special Assistant

International scholars may be invited by Wellesley College Faculty or Staff to conduct research and/or to teach at Wellesley College in J-1 Exchange Visitor status. The Faculty or Staff Member's Department is responsible for defining the terms of the invitation including the level of services provided to the Exchange Visitor. In order to sponsor an Exchange Visitor, Wellesley College must ensure that the visitor is **proficient in English**, is capable of conducting the required activities, has adequate financial resources to support him/herself during the visit, and is covered by the **appropriate Department of State mandated medical insurance**. The Slater International Center will issue the appropriate immigration documents and assist the Exchange Visitor with the visa application process and immigration issues. If the Exchange Visitor is coming in the fall semester, he/she will be invited to participate in the international Pre-Orientation Program which takes place approximately three days before the campus-wide orientation program.

### Two Year Home Residency Requirement

Certain Exchange Visitors may be subject to the Two Year Home Residency Requirement. This means they must return home for at least two years after completing their activity in the U.S. before they can change to certain non-immigrant visa categories. This requirement applies to those (1) whose exchange visitor program has been financed to some extent by the U.S. government or their home country or (2) whose skills are needed by their home country as indicated in the Exchange Visitor Skills List. Please see the "**J-1 Exchange Visitor Two Year Home Residency Requirement**" handout for more detailed information.

### Procedures

- The sponsoring Faculty or Staff member and Department Head must complete and sign the attached "**Department Request for Sponsoring an Exchange Visitor/Special Assistant.**"
- The sponsoring Faculty or Staff member must write an **official letter of invitation** (*see sample attached*) including the following information:
  - Specific start and end date of program (dates must be specific and cannot be altered once the immigration document has been issued.)
  - Exact compensation in U.S. dollars, if any.
  - Job Title
  - Description of the visitor's primary activity (teaching, research, other.)



- The sponsoring Faculty or Staff member must send the completed **“Department Request for Sponsoring an Exchange Visitor/Special Assistant”** and the original **official letter of invitation** to the Slater International Center along with a copy of the Exchange Visitor’s resume and any other supporting hiring documents.
- Upon receipt of the **“Department Request for Sponsoring an Exchange Visitor/Special Assistant,”** the invitation letter, resume and supporting hiring documents, the Slater International Center will send the Exchange Visitor the **“Visiting Scholar Application.”**
- Once the completed Visiting Scholar Application and supporting documents have been returned to the Slater International Center, a **Form DS-2019** “Certificate of Eligibility” will be prepared and sent to the Exchange Visitor/Special Assistant in order for him/her to apply for a J-1 visa.
- The Slater International Center will provide the Exchange Visitor/Special Assistant with assistance on the visa application process.
- **The sponsoring department must ensure that the Exchange Visitor/Special Assistant reports to Slater International Center upon arrival and attends orientation and check-in with his/her immigration documents. This is required by the Department of Homeland Security regulations.**
- The sponsoring department must report any changes in the terms of the Exchange Visitor’s stay to the Slater International Center **before the changes occur.**

**SAMPLE LETTER OF INVITATION  
FOR EXCHANGE VISITOR/SPECIAL ASSISTANT**  
(printed on official letterhead)

*Date*

*Name of Visitor*  
*Address of Visitor*

Dear (*Visitor's Name*):

I would like to formally invite you to Wellesley College as an Exchange Visitor from (*month, day, year*) to (*month, day, year*.)

Professor (*staff or faculty member's name*) will be your mentor for your stay at Wellesley College and will work with you in the following research areas:

*(describe duties and/or topic of research.)*

*(Describe any compensation and state the exact amount of salary/payment.)*

*(Describe any provided resources, i.e. housing, insurance, office space etc.)*

I have contacted Karen Zuffante Pabon, Director of the Salter International Center so that she may assist you with your visa application and immigration procedures. Ms. Pabon can be reached via email at [kpabon@wellesley.edu](mailto:kpabon@wellesley.edu) or via telephone at 781-283-2084. Please feel free to contact her regarding your immigration issues.

We look forward to working with you and meeting you on campus. Please feel free to contact me should you need further assistance.

Sincerely,

*Name, Title*  
*Department*

cc: Karen Pabon

# WELLESLEY COLLEGE

SLATER INTERNATIONAL CENTER

## Department Request for Exchange Visitor/Special Assistant

This form serves as an internal request for J-1 Exchange Visitor visa sponsorship.

Department Information		
Department:		
Department Contact:	Phone:	
Faculty Host:	Phone:	
Exchange Visitor Information		
Family Name:	First Name:	Middle Name:
Email Address:		
Starting date of visit (mm/dd/yyyy): (Dates must be exact)	End date of visit (mm/dd/yyyy):	# of Months:
Please briefly describe the visitor's activity:		
Visitor Category		
<input type="checkbox"/> Short-Term Scholar (6 month maximum stay)		
<input type="checkbox"/> Professor (3 year maximum stay - non tenure)		
<input type="checkbox"/> Research Scholar (3 year maximum stay)		
<input type="checkbox"/> Non-Degree Student		

### Certification:

As the inviting Department, Department Head and Faculty/Staff Host, we accept responsibility for ensuring this form's accuracy, for ensuring that the Exchange Visitor checks-in with the Slater International Center upon arrival and reports to the Slater International Center his/her completion/departure date.

\_\_\_\_\_  
*Faculty Host Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

