



## DS-2019 Request: Exchange Visitor Program Information & Details- Scholar

Exchange Visitor Name: \_\_\_\_\_ Host Supervisor Name: \_\_\_\_\_

### Host Department Information E-Form

Information collected on:

- [Scholar: Prospective J-1 Exchange Visitor Intake Form](#)
- [Department: Prospective J-1 Exchange Visitor Program Worksheet](#)

### Program Information & Details E-Form

#### *Exchange Visitor Program Request*

Request Type:  New exchange visitor program  Transfer of an exchange visitor program to CU Boulder

Program Category:  Short-Term Scholar  Research Scholar  Professor  Specialist

DS-2019 Start Date: \_\_\_\_\_ DS-2019 End Date: \_\_\_\_\_

#### *Exchange Visitor Program Information*

Be as specific as possible when providing the academic field, rationale, and goals and objectives of the exchange visitor program. This information helps [OEC](#) make their determination; the CIP code and academic field appear on the DS-2019.

Access the [Classification of Instructional Program \(CIP\) code](#) website.

- **Search by keywords to find the academic field title and CIP code that best reflects the proposed exchange visitor program goals and objectives.**

CIP Code: \_\_\_\_\_ Academic Field: \_\_\_\_\_

Rationale for Program/ Purpose of Collaboration:

Exchange Visitor Program Goals/Objectives (with deadlines if applicable):

General description of proposed exchange visitor program (in layperson's term, no more than 5 words).  
- e.g., Research in photonics

Nature of Supervision/Progress Monitoring (to ensure the welfare of the exchange visitor and fulfillment of goals):

**\* Invitation Letter Upload Required**

Clinical/Patient Activity:  No  Yes—Is the exchange visitor a medical student?  No  Yes  
Have a medical degree?  No  Yes (upload documentation)  
Provide description of activity/contact.

*CU Boulder Exchange Visitor Position Information*

Position Title: \_\_\_\_\_ Position/Job Code: \_\_\_\_\_

Percentage Appointment: \_\_\_\_\_ Number of Hours of Work per Week Pursuing Goals: \_\_\_\_\_

Remote Work:  No  Yes-- \_\_\_\_\_ % of the work will be completed remotely  
*Exchange visitor scholars must pursue their program goals and objectives at least 3 days a week on the CU Boulder campus or the primary CU-sponsored work site.*

[Person of Interest](#) (POI) Type: \_\_\_\_\_ Eligible for CU Benefits:  No  Yes

*Site(s) of Activity*

Full address of all sites of activity/ research sites (not UCB mail stop).

*University Funding*

CU Boulder Funding:

No

Yes— \$ \_\_\_\_\_ for full duration of the exchange visitor program

Obtained official offer letter signed by all parties

**\* University Offer Letter Upload Required**

Will exchange visitor be paid with funds that were awarded to CU from any government agency (e.g., NIST-PREP)?

No

Yes— Government Agencies \_\_\_\_\_

Amount(s): \_\_\_\_\_

Will the exchange visitor work on (and possibly be funded by) any sponsored research projects (federal grants, contracts, etc.) as part of the exchange visitor program?

No

Yes—Enter the Project PI, Email Address/Phone, Name of Project Sponsor, and Project Title for each project.

### English Proficiency

Passport from English speaking country

Diploma from US or foreign institution with instruction occurring in English

Official score from English language test taken in the last two years

Letter from internationally-recognized academic institution/English language school indicating level of English proficiency

Exchange Visitor English Proficiency Interview Assessment Report

**\* English Proficiency Documentation Upload Required**

### Cultural Components

Examples:

Attendance at U.S. Conference

Cultural Discussion

Community Service

Participation in Cultural Event

Training in US Teaching Pedagogy

List the cross-cultural goals/components and programing the host department will provide including dates of activities (if applicable).