

## CHECKLIST FOR INVITING A J-1 EXCHANGE VISITOR TO TOWSON UNIVERSITY

### **Step 1 – Meet with Assistant to the Provost for International Education and Department Chair**

- Begin planning at least a semester in advance.
- Contact Dean Esslinger, Assistant to the Provost for International Education and your Department Chair to discuss any international exchange or visit program and associated expense BEFORE making any commitments to potential visitors.

### **Step 2 – Contact NRA Tax Office**

- Contact the University's NRA Tax Office to evaluate tax implications of proposed financial arrangements & support for the visitor. Discuss any direct payment, reimbursements or payments made on behalf of the visitor such as purchasing a plane ticket. Determine if visitor should be considered a consultant or an employee, if applicable.

### **Step 3 – Research Local Visa Application and Wait Time**

- Prospective visitors should check on the visa application procedures and visa wait time particular to their country by finding their local U.S. Consulate at <http://travel.state.gov/visa>.
- Use this information to plan realistic arrival date.

### **Step 4 – Complete Request for Exchange Visitor Invitation**

- Complete the *Request for Exchange Visitor Invitation* form in full.  
**TIP: Avoid delays—supply all requested data!**
- Obtain signature of the department chair and college dean.
- Send *Mandatory Health Insurance Requirement Compliance Agreement* to prospective visitor.
- Direct the visitor to <http://wwwnew.towson.edu/facultystaffprograms/invitefn.asp> for information about purchasing supplemental health insurance.

### **Step 5 – Submit Request for Exchange Visitor Invitation with Documents**

- Submit completed *Request for Exchange Visitor Invitation* form with copies of the visitor's C.V./resume, passport, and financial support documentation to the Assistant to the Provost for International Education. *Please note that any missing information will cause a delay.*

### **Step 6 – Prepare and Mail Visa/Invitation Packet**

- An invitation letter will be prepared by the Assistant to the Provost for International Education.
- The International Student and Scholar Office (ISSO), will prepare the visa certificate packet (form DS-2019, instructions, and pertinent pre-arrival information), relying on data from the *Request for Exchange Visitor Invitation*.
- The invitation letter and visa certificate packet will be mailed to the prospective visitor. The visitor should receive the packet at least four weeks prior to the planned visit.
- Upon receipt of the packet, the visitor should apply for a J visa at a U.S. Consulate.

### **Step 7 – Develop Departmental Plan**

- Develop departmental plan for welcoming visitor/family upon arrival, acclimating them to their new surroundings, and supporting them during their stay.
  - Arrange airport pick up.
  - Help with housing, move in, shopping, obtaining TU One card, parking permit, and email account.
  - Arrange for tour of campus and library.
  - Officially welcome the visitor. Set up introductions to department faculty and key staff.
  - Arrange meetings with Assistant to the Provost for International Programs, Director of ISSO, and NRA Tax Office.
  - Facilitate application for a Social Security Number or Individual Taxpayer Identification Number, as needed.
  - Assist with initial adjustment to TU and USA.