



Department: Exchange Visitor Program 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—[Exchange Visitor Permissible Contact with Human Participants and/or Animal Subjects](#) **Upload Required**

Description of the activity/contact with patients:

Is the exchange visitor a medical student? ☐ No ☐ Yes

Does the exchange visitor possess a medical degree? ☐ No ☐ Yes (obtain documentation)

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.

Employee or [Person of Interest](#) (POI) Type: _____

Eligible for CU Benefits: ☐ No ☐ Yes

Will the exchange visitor have additional job title(s)/position(s) during the exchange visitor program?

☐ No ☐ Yes—Provide details regarding additional job title(s)/position(s). - e.g., title, position code, dates etc.

Site(s) of Activity

Will the exchange visitor program take place at a third-party site of activity?

☐ No

☐ Yes—☐ NIST ☐ NOAA

☐ Other—Departments must upload a [Attestation of Third-Party Hosting Exchange Visitor](#) signed by the CU Boulder host supervisor and person with signing authority at the third-party site.

Full address of all sites of activity/ research sites (physical address, 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 programming the host department will provide including dates of activities (if applicable).

To return to an already initiated DS-2019 Request, click on “My Current Cases” tile under “Lists” in the Departmental Services portal to access the request.