

J-1 Exchange Visitor Hosting Department Responsibilities

Academic Support

- The host faculty member and department should ensure that the Exchange Visitor has the academic support for a successful program which should include regular collaborative contact (recommended monthly at minimum) and any necessary access to library facilities, seminars, course observation and office resources.
- The host and department should maintain regular and timely contact/communication with the Office of International Programs regarding issues/concerns and encourage the Exchange Visitor to do the same.
- Should the host no longer serve in the hosting capacity, please note that the Exchange Visitor will be required to leave the United States if he or she is not able to find an alternative suitable arrangement.
- Host and Exchange Visitor engagement is critical for success but responsibility for the appointment ultimately rests with the college, department and school.

Logistical Support

Marian University departments wishing to host an Exchange Visitor should be prepared to provide support in the following areas:

Housing Arrangements

The host department is responsible for helping the Exchange Visitor find local housing arrangements. Please finalize these arrangements prior to the scholar's arrival. If the scholar would prefer to live on campus, please contact University Housing.

Airport Pick-Up

The department should ensure that the Exchange Visitor has safe transportation from the airport to their accommodations. If he or she is flying into the Indianapolis Airport, please arrange for a departmental representative to pick them up. If he or she prefers flying into another airport (for example, Chicago), please guide the Exchange Visitor on the transportation options to Indianapolis and/or campus.

Initial Shopping Trip

Please assist the Exchange Visitor in obtaining items that are immediately necessary (i.e. bedding, towels, basic cooking supplies if needed). This usually involves a single trip to a discount retailer (i.e. Meijer, Wal-Mart) and/or a grocery store.

J-1 Exchange Visitor Hosting Department Responsibilities

Check-in at OIP

The department should ensure that the Exchange Visitor checks in with Office of International Programs as soon as possible after arrival. Failure to check in within a timely manner can result in a loss of J-1 visa status.

If the Exchange Visitor has not checked in by the program start date, the Office of International Programs will send an email to the scholar and to the host faculty member requesting information about the arrival. Please be mindful of the fact that Exchange Visitors can arrive up to 30 days prior to the start date on their DS-2019.

During the check-in, the Office of International Programs will provide an orientation to campus and information on the immigration responsibilities of a J-1 Exchange Visitor.

Departure Notification

It is essential that the Office of International Programs is notified when an Exchange Visitor departs the United States. If he or she departs much earlier than the expected end date, the OIP has no way of knowing this unless the Exchange Visitor or department notifies a staff member in the Office of International Programs.

Extensions and Updates

If the department wishes to extend the Exchange Visitor's J-1 program length, it is the department's responsibility to contact the Office of International Programs for an extension request.

Additionally, if there are any other material changes to the Exchange Visitor's program such as finance updates, a new site of activity, a new faculty host, etc., it is the department's responsibility to notify the Office of International Programs immediately.