

This packet is to be used by EMU departments who wish to host an international Research Scholar or Professor for a minimum of 3 weeks up to a maximum of 5 years. It is extremely important that a visiting scholar fully understands the following federal regulations. The Office of International Students (OIS) must have all required information to process the DS-2019. All supporting documents MUST accompany the request.

**** Host department must complete *ECA form (page 3) and obtain approval from the Department Head, Dean, and the Provost's office before submitting the request and documents to OIS.**

- The Processing time for DS-2019 requests is 7 – 10 business days
- Complete requests MUST be received a **minimum of 8 weeks** prior to the anticipated arrival date
- Incomplete applications will be returned to the host department

Supporting Documents that **MUST** accompany this form include:

- Invitation Letter from host department or College** with detail about the research study, photocopy
- Résumé** or CV of Visitor (validate eligibility)
- Proof of Funding**, if funded other than by EMU
- Passport Identity Page**, photocopy
- Passport Identify Page for all dependents requiring a DS-2019, photocopy
- Federally mandate English language proficiency [22 CFR 62.10(a)(2)]: an official English language test score, or an oral interview report from the ESL Program at EMU (see below)****

Exchange Categories Available: EMU is authorized to host non-US scholars who are engaged in research or teaching for up to 5 years. The 12 & 24-month bars, & 212(e) Home Stay Requirement may apply.

- Research Scholar – An individual who is primarily participating in a research project.
- Professor – An individual whose primary purpose is teaching; may also conduct research project.

****English Language Skills:** The host department must provide validation that a scholar has **sufficient English proficiency** to undertake the program. This validation can be in the form of an official English language test score (iBT, IELTS, PTE, MELAB), or an “Oral Interview Report of English Proficiency” (from the EMU ESL Program).

Funding Requirements: The minimum funding requirements are:

- J-1 Living Expenses: \$18,000/yr (\$1500/month)
- J-2 Spouse Living Expenses: \$5,000/yr
- J-2 child Living Expenses, under 21 years of age: \$3,000/year for EACH child

Insurance Requirements: Federal regulations require that all J-1 and J-2 visa holders carry health insurance **during their entire stay in the USA**. The **EMU offered policy** fulfills this requirements. The scholar will be given an enrollment form at immigration check-in when they arrive on campus. Coverage is arranged by the University Health Services. Details of 22 C.F.R. § 62.14 “Mandatory Health Insurance for Exchange Visitors” regulations are attached to this request. **Please ensure the scholar receives this information!**

Assistance: The host department is responsible to assist the scholar with arrival and departure transportation, and housing arrangement.

Initial Visit: Upon arrival, each scholar is required to make arrangement to meet with an OIS advisor to process SEVIS check-in.

Note: If a scholar is unable to come on the arrival date listed on the DS-2019, the host department must inform the OIS to defer the program. The record will be invalid in 30 days of the program start date; it is critical to update the record.

J-1 Researcher Request – to be completed by the Host Department

Scholar's First Name:	Middle Name:	Last Name:
Category of Visitor while at EMU <input type="checkbox"/> Professor <input type="checkbox"/> Research Scholar		
Date of Program: from (mm/dd/yyyy)		to:
Professor/Collaborator in Department: (who will work with this visitor)	Phone: _____ Email: _____	
Major Field & Description of Activity at EMU:		
Location of Activity:	Address of Activity:	
	City:	State: Zip:

Source of Funding for the Duration of Requested Visit

- EMU Department Funds \$_____ for the purpose of _____
- Health Insurance
- a. Is Health Insurance provided by the Host Department? yes No
- b. Will the scholar purchase EMU Health Insurance coverage? yes No
- Scholar's Government Funds: \$_____
- Other Funds: \$_____ Source: _____
- Personal/Family Funds: \$_____

The Department is responsible to assist the visitor with transportation from the airport and arranging for suitable housing.

Name of Person to Contact when DS-2019 is ready for pick up:

Name: _____ Phone: _____

**Please return completed forms (host department & scholar) *and* required documents
via email to egunel@emich.edu**

Or campus mail to: Esther Gunel
EMU Office for International Students and Scholars
240 Student Center

Type of personnel (please check one):

- Early College Alliance
- Military Science
- Adjunct Faculty
- Visiting Scholar

Name: _____
First Middle Last

If this person has been a student or associated with EMU previously, list E#: _____

SSN: ____ - ____ - ____ Date of Birth: ____/____/____ Gender (circle one): M/F
mm dd yyyy

Home Address: _____
Street City State Zip

Home/Cell Phone #: ____ - ____ - ____

Start Date: _____ **End Date:** _____

Campus Address: _____
Room# and Building

Campus Phone #: ____ - ____ - ____

Department Head Signature _____ **Date** _____

Dean's Signature _____ **Date** _____

Graduate Studies and Research _____ **Date** _____

Provost Signature _____ **Date** _____

Please attach (draft) offer letter or any other pertinent information for this individual's appointment then return to Academic Human Resources, 100A McKenny Hall.

Academic Human Resources
100A McKenny Hall
Ypsilanti, MI 48197
Phone: 734.487.0076
Fax: 734.484.1973

English Language Proficiency Requirement

The candidate can submit an official iBT, IELTS or PTE test score. Or, the candidate/host department may request an oral interview via Skype conducted by both one member of the hosting department and a trained language professional in the ESL Program.

The host department interviewer will ask relevant questions pertaining to the research/project the candidate will engage in while at EMU. The trained ESL instructors/staff follow the oral interview procedure according to ACTFL guidelines (American Council on the Teaching of Foreign Languages) for assessing oral language proficiency. For more explanation on ACTFL oral proficiency range descriptors, see <http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/speaking>

A sample of the Oral Interview Report follows and includes recommendations for the candidate/host department. If the candidate's proficiency is rated low, the host department may submit documentation on translation/ interpreter services they will provide, if needed. Or, the candidate/host department may seek language assistance through the ESL Program for classes or through the International Student Resource Center for workshops/tutoring in English.

Oral Interview fee: \$50

Oral Interview Request

**Please submit this page only to the ESL Program to request an oral interview via Skype.
A copy of the candidate's passport must be included with this form.**

Name must be exactly as it appears on your Passport; please print clearly or type information

First Name:	Family Name	Middle Name:
Male <input type="checkbox"/> Female <input type="checkbox"/>	Birth Date: Month	Day Year
Country of citizenship:	Country of residence at time of interview:	
The best times for an interview are:	Telephone Number: _____ Email Address: _____ Skype account name: _____	

EMU contact person: _____ phone: _____

Email: _____

Please submit this request to: ESL Program
318 King Hall
Ypsilanti, MI 48197
esl@emich.edu
734-487-0338
www.emich.edu/esl

ESL Program
Oral Interview Report of English Proficiency for J-Visa Applicants

Exchange Visitor Name: _____

Program: _____

Interview Date: _____

Interviewer: _____

Interview format: (Skype video)

Results: This visitor demonstrated proficiency in spoken English: (check one below)

at the Advanced level or higher and will need minimal support in English

at a level below the Advanced level with descriptors noted below.

_____ -Level Oral Proficiency Placement Descriptors

-
-
-
-
-

Recommendation:

Host department interviewer:

Print name _____

Signature: _____

Date: _____

ESL interviewer:

Print name: _____

Signature: _____

Date: _____

ESL Director signature: _____

Date: _____

“The **ACTFL Proficiency Guidelines 2012**—Speaking describe five major levels of proficiency: Distinguished, Superior, Advanced, Intermediate, and Novice.” : <http://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012/english/speaking>

DISTINGUISHED

“Speakers at the Distinguished level are able to use language skillfully, and with accuracy, efficiency, and effectiveness. They are educated and articulate users of the language. They can reflect on a wide range of global issues and highly abstract concepts in a culturally appropriate manner. Distinguished-level speakers can use persuasive and hypothetical [discourse](#) for representational purposes, allowing them to advocate a point of view that is not necessarily their own. They can tailor language to a variety of audiences by adapting their speech and [register](#) in ways that are culturally authentic.”

“A non-native accent, a lack of a native-like economy of expression, a limited control of deeply embedded cultural references, and/or an occasional isolated language error may still be present at this level.”

SUPERIOR

“Speakers at the Superior level are able to communicate with accuracy and [fluency](#) in order to participate fully and effectively in conversations on a variety of topics in formal and informal settings from both concrete and abstract perspectives. They discuss their interests and special fields of competence, explain complex matters in detail, and provide lengthy and coherent narrations, all with ease, [fluency](#), and accuracy. They present their opinions on a number of issues of interest to them, such as social and political issues, and provide structured arguments to support these opinions. They are able to construct and develop hypotheses to explore alternative possibilities.”

“Speakers at the Superior level demonstrate no pattern of error in the use of basic structures, although they may make sporadic errors, particularly in low-frequency structures and in complex high-frequency structures. Such errors, if they do occur, do not distract the native interlocutor or interfere with communication.”

ADVANCED

“Speakers at the Advanced level engage in conversation in a clearly participatory manner in order to communicate information on autobiographical topics, as well as topics of community, national, or international interest. The topics are handled concretely by means of narration and [description](#) in the major time frames of past, present, and future. These speakers can also deal with a social situation with an unexpected complication. The language of Advanced-level speakers is abundant, the oral paragraph being the measure of Advanced-level length and [discourse](#). Advanced-level speakers have sufficient control of basic structures and [generic vocabulary](#) to be understood by native speakers of the language, including those unaccustomed to non-native speech.”

INTERMEDIATE

“Speakers at the Intermediate level are distinguished primarily by their ability to create with the language when talking about familiar topics related to their daily life. They are able to recombine learned material in order to express personal meaning. Intermediate-level speakers can ask simple questions and can handle a straightforward survival situation. They produce sentence-level language, ranging from [discrete sentences](#) to strings of sentences, typically in present time. Intermediate-level speakers are understood by [interlocutors](#) who are accustomed to dealing with non-native learners of the language.”

NOVICE

“Novice-level speakers can communicate short messages on highly predictable, everyday topics that affect them directly. They do so primarily through the use of isolated words and phrases that have been encountered, memorized, and recalled. Novice-level speakers may be difficult to understand even by the most sympathetic [interlocutors](#) accustomed to non-native speech.”