
E- mail: isso@towson.edu

Website: www.towson.edu/isso

Request to Invite an Exchange Visitor

J-1 Temporary, Non-Immigrant Visa for Academic Exchanges

Summary of Steps:

- (1) Please first call the ISSO to let us know about your prospective exchange activity. At that time, we can be sure that the J-1 visa is feasible for your prospective visitor or discuss other options.
- (2) Complete this entire form, obtain needed signatures of approval, attach all required documentation, and submit to ISSO. (Many sections of this

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Section Five : Proposed Exchange Activities

List and briefly explain the specific scholarly activities, duties, relationships, and responsibilities while at Towson University. If none of these involve payment by Towson University, and the visitor is not employed by one of our partner institutions a broad (official MOU signed by each president),

Section Seven : Financial Information

Required minimum funding:

- Exchange visitor: at least \$1500 per month
- Exchange visitor and one dependent: \$2250 per month
- Exchange visitor and two dependents: \$2625 per month
- Each additional dependent: add \$375 per month

Specify all sources of financial support for this visitor during the length of the requested exchange.

ATTACHMENTS: Each source of support listed must be verified by separate, original documentation, such as letter from employer, bank statement, scholarship/fellowship award letter, etc. which specifies details about visit or, activities length of stay, and amount of money.

Financial support from Towson University:

\$_____ Description (e.g., stipend, teaching salary, reimbursement, value of housing, per diem, hourly wages total) : _____

\$_____ Description: _____

\$_____ Description: _____

\$_____ Description: _____

Financial support from Employer, Fellowship, Home Government, Other:

\$_____ Description (e.g., international airfare, ground transportation, stipend, health insurance premiums, continuation of salary during sabbatical, per diem, housing allowance, research/books allowance) : _____

\$_____ Description: _____

\$_____ Description: _____

Personal funds, if necessary to bring to minimum required support and/or for accompanying dependents :

\$_____ Description (e.g., name and location of bank or other savings instrument, type of account) : _____

Section Eight : Prospective Visitor's Prior Activity in the United States

Is the visitor already in the United States? Yes No. If yes, enclose photocopies of current Immigration documents (U.S. visa; Form I - 94; any of the following Forms: DS - 2019, I - 20, I - 797).

If visitor is currently in the U.S. in J - 1 status, also complete the following:

Program Sponsor: _____ J - 1 Category: _____

Start date: _____ End date: _____ (All can be found on current Form DS - 2019.)

Has visitor ever been to the U.S. prior to this visit?

Yes No

English language requirement

Effective since January 5, 2015

All exchange visitors and sponsors must adhere to the following regulatory update:
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