

**Requesting for Approval by Provost for J-1 Scholar**

The Provost's office requires the following for Authorization of Visiting International Scholar Status:

- **Appointment Letter from Dean of Hosting College which includes:**

- Explanation on level of appropriate academic accomplishment
- Project or research topic proposal that documents relevance of CSU East Bay as appropriate location for activities and/or evidence of appropriate contribution of academic activities to the mission and needs of CSU East Bay and that the exchange is suitable to the scholar's background, needs, and experience
- Evidence of support/interest in the scholar and project by faculty person(s) in the appropriate department; name of the sponsoring professor in the department
- Approval of department chair and dean of college with an indication of the intent to provide services and support, as necessary and available
- Requested start and end dates for the J-1 visa

- **Completed Certification of English Language Proficiency form** – must document English language proficiency by one of three methods

- **Signed J Scholar Health Insurance Agreement**

Persons with J-visas and dependents MUST maintain health insurance at all times. Failure to obtain or sustain health insurance coverage will result in loss of legal non-immigrant status. Appropriate health insurance can be purchased through CSUEB upon arrival to the U.S.

- **Supporting documentation from the prospective J-1 scholar:**

- Copy of Curriculum Vitae or Resume
- Copy of all degrees/diplomas
- Copy of the scholar's passport biographical page and also for any accompanying dependents
- Documentation of amount and source of funding - authorization requires funding of at least \$2000 per month; \$500 for each spouse/ \$250 for each dependent.

If the source of funding is:

- i. a grant or other outside funding source, please provide appropriate documentation from the funding organization.
- ii. a foreign University, please provide an official letter (on University letterhead) stating the amount and duration of funding provided.
- iii. CSUEB, please provide an official letter from the department responsible for payment and the amount and duration.
- iv. personal funds, please provide a bank statement.

# Certification of English Language Proficiency

\*Attach this form with the appropriate supporting documentation

Scholar's Name: \_\_\_\_\_

The Department of State requires scholars to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis." [22 CFR 62.11(a)(2)]

Check One:	Indicate how the Department has certified English proficiency for the prospective exchange visitor.	
<input type="checkbox"/>	<p><b>1. Certification by a language test recognized by CSUEB's undergraduate admissions</b></p>	<p>➤ <b>A copy of the test score is provided</b></p> <ul style="list-style-type: none"> <li>• The test must have been taken within the past 5 years</li> <li>• IELTS overall band score of 6.0 or higher</li> <li>• TOEFL test score must be 550 (paper based), or 61 (internet based iBT)</li> </ul>
<input type="checkbox"/>	<p><b>2. Certification of English language proficiency by an English language school or academic institution where English is the primary language of instruction</b></p>	<p>➤ <b>A copy of the letter is attached (see template)</b></p> <ul style="list-style-type: none"> <li>• Verifies the exchange visitor possesses English language proficiency high enough to successfully function daily within the CSUEB position and within the local U.S. community.</li> <li>• Issued on letterhead in English within the past 6-months.</li> <li>• Includes signature from school official.</li> </ul>
<input type="checkbox"/>	<p><b>3. Certification by the Sponsoring Professor (signature required in right column)</b></p>	<p>➤ <b>PI Name:</b> _____</p> <p>➤ <b>Date of Interview:</b> _____</p> <p>➤ <b>Duration of Interview:</b> <input type="checkbox"/> 20 mins <input type="checkbox"/> 30 mins <input type="checkbox"/> 45 mins</p> <p>➤ <b>The Interview Was Conducted:</b></p> <p style="padding-left: 20px;"><input type="checkbox"/> In person <input type="checkbox"/> By Videoconference</p> <p style="padding-left: 20px;"><input type="checkbox"/> By Phone (<i>only</i> if other options are not viable)</p> <p>Per U.S. Code of Federal Regulations 22 CFR 62.10 (a) (2), I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the scholar's English language proficiency is sufficient to successfully function daily within their CSUEB position and within the local U.S. community.</p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center; margin-top: 5px;"><b>PI Signature</b> <span style="margin-left: 150px;">_____</span> <b>Date</b></p>