As a vibrant public comprehensive university with a strong basis in the liberal arts tradition, Coastal Carolina University embraces a dynamic teacher-scholar model that places primary emphasis on high quality teaching and engaged learning, and supports faculty research, creative activities, and expert collaboration in the community, state, nation, and world. To this end, occasionally Coastal Carolina University will host visiting scholars from around the world to participate in this learning community and engage cooperatively with CCU faculty and students in research, creative activities, and community outreach.

Determining a Visa Type

**The International Visiting Scholar Request Form is required for ALL visiting scholars, regardless of visa type.** Most visiting scholars come to the United States on a **J-1 visa**. J-1 visiting scholars come to Coastal Carolina University for mutually beneficial collaboration. Visiting scholars are invited and supported by a host department. There are various J-1 categories. The two categories for visiting scholars are the Short-Term Scholar Category (program length must be less than six months) and the Research Scholar or Professor Category (program length is three weeks to five years and has bars to future program participation). Occasionally, a visitor will come to the U.S. on a **B-1 visa**. These visitors would be here to give a guest lecture, to consult or observe, conduct independent research, give a performance or other activities as a guest of an academic department. These visitors have no formal relationship with the university and are usually here for a few days to a few weeks. Visitors on a B-1 visa cannot be employed or enroll as a student.

Required Materials

* International Visiting Scholar Request Form completed and signed by the scholar and the program sponsor
* A statement from the potential visiting scholar addressing the following questions:
  + What are your specific goals while a visiting scholar at Coastal Carolina University and how do they support the purposes statement noted above?
  + What resources are important for your success in this effort? Which of these do you expect CCU to provide? What financial resources will you, your institution or your government provide to support your visit?
  + How will you actively contribute to the global climate of Coastal Carolina University while a visiting scholar? What efforts and activities have you already initiated with CCU or would you propose to contribute to this engagement?
* The potential scholar’s current curriculum vitae/professional resume
* A copy of the potential scholar’s passport bio page
* Evidence of the potential scholar’s English language proficiency (for J-1 visitors only)
* Evidence of the potential scholar’s financial resources sufficient to cover living expenses for their program duration (for J-1 visitors only)
  + Minimum of $1800 per month for the scholar and an additional $700 per month for each dependent spouse or child

Required Health Insurance for J-1 and J-2 Exchange Visitors

Proof of health insurance will be required upon arrival if not submitted before. J-1 program participants and their J-2 dependents are required to have medical insurance coverage for the entire duration of their program. Minimum coverage must provide medical benefits of at least $100,000 per accident or illness; repatriation of remains in the amount of $25,000; expenses associated with medical evacuation to the exchange visitor’s home country in the amount of $50,000; and deductibles cannot exceed $500 per accident or illness.

Additional Eligibility Information for J-1 Professors and Research Scholars

Visiting scholars in the J-1 categories of Professor or Research Scholar must meet the following eligibility conditions:

1. The exchange visitor must not be a candidate for a tenure track position.

2. The exchange visitor has not been physically present in the United States in a non-immigrant status for all or part of the 12-month period immediately before their program begin date, unless they are transferring from another sponsor, their presence in the United States was less than 6 months in length, or their presence in the United States was pursuant to a short-term scholar exchange activity.

3. The exchange visitor has not participated as a Professor or Research Scholar and completed their program within the preceding two-year period.

Part 1: **To be completed by the prospective visiting scholar**

**1A – BIOGRAPHIC INFORMATION**

Family Last Name:

# Given First & Middle Name(s):

# Date of Birth (Month/Day/Year): \_\_\_\_ \_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ Gender: Female Male

# City of Birth: Country of Birth:

# City of Citizenship: Country of Legal Permanent Residence:

# Passport Number: Issuance Date: Expiry Date:

# Foreign Physical Address:

# City: Country: Province: Postal Code:

# Mailing Address (if different from above) :

# City: Country: Province: Postal Code:

# Email Address:

# Phone Number (with country code): Currently hold a Driver’s License: Yes No

# Driver’s License Number: Country/State of Issuance:

# Current Professional Position:

# Objective of visiting scholar status at CCU:

# Desired Start Date: Desired End Date: Is English your native language? Yes No

Prospective Visiting Scholar Initials – Part 1, page 1 \_\_\_\_\_\_\_\_\_\_

**1B – PERSONAL STATEMENT ABOUT PROGRAM PARTICIPATION**

What are your specific goals while a visiting scholar at Coastal Carolina University and how do they support the purposes statement noted above?

What resources are important for your success in this effort? Which of these do you expect CCU to provide? What financial resources will you, your institution or your government provide to support your visit?

How will you actively contribute to the global climate of Coastal Carolina University while a visiting scholar? What efforts and activities have you already initiated with CCU or would you propose to contribute to this engagement?

# 

Prospective Visiting Scholar Initials – Part 1, page 2 \_\_\_\_\_\_\_\_\_\_

**1C – VISA INFORMATION**

**J-1 Visa:** J-1 visiting scholars come to Coastal Carolina University for mutually beneficial collaboration. Visiting scholars are invited and supported by a host department. There are various J-1 categories. The two for visiting scholars are the Short-Term Scholar Category (program length must be less than six months) and the Research Scholar or Professor Category (program length is three weeks to five years and has bars to future participation).

**B-1 Visa:** These visitors would be here to give a guest lecture, to consult or observe, conduct independent research, give a performance or other activities as a guest of an academic department. These visitors have no formal relationship with the university and are usually here for a few days to a few weeks. Visitors on a B-1 visa cannot be employed or enroll as a student.

# Do you plan to come to the U.S. on a J visa? Yes No Unsure If no, what will be your visa status?

# If Yes, who will issue the documents required for the J visa application? CCU Another organization Unsure

# J Visa Category: Professor Research Scholar Short-Term Scholar Unknown *For information, visit* [*https://j1visa.state.gov/programs/*](https://j1visa.state.gov/programs/)*.*

# Will you bring a spouse with you? Yes No Will you bring any children? Yes No *If yes, please complete the J-2 Dependent Request Form.*

# Have you previously entered the U.S. on a J-1 visa? Yes No If yes, what category and when?

**24-Month Bar on Repeat Participation as a J-1 Research Scholar or Professor:** At the end of the J-1 research scholar’s or professor’s program, regardless of the length of the stay, the exchange visitor becomes subject to a two-year bar on repeat participation as a J-1 research scholar or professor. This bar is different from the two-year home country residence requirement and only applies if the individual wants to return to the U.S. in the J-1 research scholar or professor categories.

**12-Month Bar after Previous J Participation:** There is currently a 12-month bar for persons seeking to use the J-1 Research Scholar/Professor category if they have been in the U.S. in any J status (all categories except short term scholar, and including J-2 status) for six months or more in the 12-month period immediately prior to the proposed start date on the new J program. Prospective J-1 research scholars/professors who are subject to the two-year bar on participation are not subject to an additional 12-month bar.

Will you receive funding from a U.S. Government Agency?  Yes  No

If yes, list agency:

Will you receive funding from an International Organization?  Yes  No

If yes, list organization:

Will you receive funding from your government?  Yes  No

Will you receive funding from CCU?  Yes  No

Will your funding come from personal funds?  Yes  No

Prospective Visiting Scholar Initials – Part 1, page 3 \_\_\_\_\_\_\_\_\_\_

**1D – ACKNOWLEDGEMENT**

I affirm that I am voluntarily choosing to participate as a visiting scholar at Coastal Carolina University. I am and will remain responsible for all personal costs and expenses. I certify that the information provided is correct and I agree that, if my visiting scholar status is approved, I will comply with all federal, state, local and institutional regulations and policies.

I hereby accept and assume all risks, known and unknown and assume all responsibility for the losses, costs, and/or damages following any injury, sickness, disability, paralysis, or death caused by or resulting from my voluntary decision to participate as a visiting scholar at Coastal Carolina University.

I hereby release Coastal Carolina University, its current and former Trustees, officers, directors, employees, representatives, agents, and volunteers, from any and all liability and responsibility, whatsoever for any claim or cause of action that I or my estate, heirs, executors, or assigns may have for any personal injury, property damage, wrongful death, or financial harm arising from activities in association with my participation as a visiting international scholar.

I agree to hold Coastal Carolina University harmless for any sickness, injury, including paralysis, or permanent disability, or loss of life which may occur during or as a result of my participation. I hereby agree to indemnify and hold Coastal Carolina University, its current and former Trustees, officers, directors, employees, representatives, agents, and volunteers harmless from any demands, losses, liabilities, claims or expenses (including attorneys’ fees), made against Coastal Carolina University by any third party arising out of or in connection with my participation as a visiting international scholar.

**PRINTED NAME SIGNATURE DATE**

Part 2: **To be completed by the Potential Hosting Department at Coastal Carolina University**

**2A – SCHOLAR INFORMATION**

**The academic unit/college** is responsible for the following:  (1) identifying an office space that the scholar can use; (2) inviting the visiting scholar (as appropriate) to participate in faculty meetings and other college, departmental, university and other events so as to help them appreciate the cultural experience of faculty on US campuses (scholars would have a CCU email), and (3) identifying a faculty member who will serve as a fellow researcher/educator colleague for conversations regarding the discipline at CCU and curriculum in that field (potentially research cooperation or other programming cooperation).  Visiting scholars may make guest presentations in classes, observe classes, cooperate on research, and (with approval and proper administrative approvals ahead of visa issuance) even teach courses.

Scholar Candidate Name:

# Dates Able to Host (MM/DD/YYYY): / / through / / b

Host Department:

# Site of Activity Address:

# City: State: Postal Code:

Designated Departmental Host Name:

Have you received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor?  Yes  No

Is the scholar a native speaker of English?  Yes  No

If no, an interview must be conducted with any potential visiting scholar that will be on a J-1 visa status managed by CCU in order to establish the potential scholar possesses sufficient proficiency in the English language to successfully participate in their program and to function on a day-to-day basis. A representative from the host department and a representative from the Center for Global Engagement will conduct an interview by videoconferencing or by telephone if videoconferencing is not an option.

# Interviewer Name:

# Email Address:

Does the department seek to hire the international visiting scholar in an adjunct role to teach a class?  Yes  No

*If so, please coordinate with HREO to secure the appropriate additional documentation and approvals required.*

Potential Hosting Department Initials – Part 2, page 1 \_\_\_\_\_\_\_\_\_\_

**2B – EXPECTATIONS OF THE SCHOLAR**

Expectations of the scholar while in the department will be:

How does the potential scholar’s planned visit benefit the department and the scholar (and wider community as appropriate)?

Resources this department and/or college is prepared to provide to support this visit:

**2C – ACKNOWLEDGEMENT**

We would like to welcome the scholar listed for the dates and purposes noted above. We agree to provide support as detailed above. We will report any changes to the scholar’s participation to the Center for Global Engagement.

**DEPARTMENT CHAIR (PRINTED NAME) SIGNATURE DATE**

**DEAN CHAIR (PRINTED NAME) SIGNATURE DATE**

**To support this effort and to comply with all relevant federal legislation, the Center for Global Engagement is responsible for** (1) developing all documents in support of the visiting scholar’s visa; (2) providing orientation and communication before arrival of the scholar including completion of all volunteer documents and other compliance materials (including all background checks, training, and insurance) as required by CCU; (3) coordinating with appropriate CCU departments and off-campus entities to manage a post-arrival orientation, including cultural programming; (4) registering and managing all visa-related matters for the scholars (and any dependents); (5) maintaining frequent communication with the scholars during their stay and encouraging their participation in campus and off-campus events; and (6) administering evaluation materials to both scholar and faculty partner to assess process and make improvements in the program.

Supplement: **To be completed by the prospective visiting scholar**

Scholar Last Name:

# Scholar Given First & Middle Name(s):

**DEPENDENT INFORMATION**

# Relationship: Spouse Dependent Child

Family Last Name:

# Given First & Middle Name(s):

# Date of Birth (Month/Day/Year): \_\_\_\_ \_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ Gender: Female Male

# City of Birth: Country of Birth:

# City of Citizenship: Country of Legal Permanent Residence:

# Passport Number: Issuance Date: Expiry Date:

**DEPENDENT INFORMATION**

# Relationship: Spouse Dependent Child

Family Last Name:

# Given First & Middle Name(s):

# Date of Birth (Month/Day/Year): \_\_\_\_ \_ / \_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_ Gender: Female Male

# City of Birth: Country of Birth:

# City of Citizenship: Country of Legal Permanent Residence:

# Passport Number: Issuance Date: Expiry Date:

Dependent Supplement Page \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_

Prospective Visiting Scholar Initials – Dependent Supplement \_\_\_\_\_\_\_\_\_\_