

Name of Visitor _____
Last Name First Name Middle Name

Departmental Contact Information

Name of Departmental Contact _____

Department: _____ Campus Box: _____

Email _____ Telephone _____

Exchange Visitor Category for Above Visitor:

higher learning in the U.S. at a foreign institution utilizing English as the language of instruction may use this option. Applicant must submit a copy of their diploma with the DS-2019 application materials. Supporting evidence confirming instructional language may be required.

The department conducted an interview with either in-person or by videoconferencing or by telephone of videoconferencing was not a viable option). Please see [J-1 English Proficiency Evaluation](#) for more information.

PART C: Invitation Letter

Will the Exchange Visitor be offered medical insurance through WSU as a fringe benefit? Yes No

The department must provide the Exchange Visitor with an Invitation Letter that lists:

- Their position as a visiting Research Scholar, Professor or Student Intern
- The dates you and the Exchange Visitor have agreed upon for the visit
- The duties of the position
- Any expectations for the position
- Funding and support you will provide (or will not provide)
- Fringe benefits such as medical insurance that will be offered or not offered

See our [Sample Invitation Letter](#) for an example of the content. Attach a copy of the Invitation Letter.

PART D: Statement of Intent

Do you intend to work while at WSU?

Will the Exchange Visitor be working on any research projects or in a University lab or research/testing facility?
No Yes

Will the Exchange Visitor have access to any technical data / technology, proprietary, or confidential information derived from a third party, such as corporate sponsors, that cannot be shared? Access includes, but is not limited to: verbal discussions, training, shared drives, websites including supplier networks, laboratories and equipment, and any written documentation such as test plans?
No Yes

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_____ A) Absent approval from the Office of Export Controls & Compliance, the Foreign National applicant may only have access to information that is not controlled by the EAR, EIT, or ITAR.

By bringing an Exchange Visitor to the U.S., WSU department agrees to the following (Department Chair must initial next to each number):

Chair's Initials

_____ 1) Provide any needed documentation if requested by Human Resources or Payroll

_____ 13) The internship must consist of a minimum of 32 hours per week

_____ 14) The internship tasks may consist of no more than 20 percent clerical work

_____ 15)

This form must signed by all parties below and be submitted with ALL supporting documentation including the Exchange Visitor application, résumé or CV, passport copy, draft of the offer letter, etc.

Supervisor	Date
Department Chairperson	Date