



Visiting Professor Request

(Visitors coming **TO** UCO **FROM** another university)

Exchange Visitor's Name _____

Email _____ Phone _____

Mailing address _____

Home University / Organization _____

Travelers Specialization _____

Name of Inviting UCO Department _____

United States Emergency Contact Person _____

Phone _____ Email _____

Tentative Arrival Date _____ Tentative Return Date: _____

Will the Exchange Visitor be receiving any type of honorarium while here? YES NO

Dependents traveling with Exchange Visitor YES NO

Please attach to this request:

1. A description of lecture(s) and/or presentations and other university business that will be conducted in conjunction with this trip (i.e. research, study tour, recruiting, etc.)
2. A letter of invitation from your UCO chair/program director. Letter should include purpose of visit, timeline and UCO's financial commitment.
3. Letter from home university / organization indicating job title, duties, financial commitment and timeline for visitor.
4. Copy of your passport and any prior US visas and those of dependents traveling with you.
5. Copy of birth certificate and city of birth if this is not listed on the passport.
6. Proof of health insurance coverage of a minimum of \$100,000 including evacuation covered at a minimum of \$50,000 and repatriation covered at a minimum of \$25,000 (in English)
7. If not sponsored by UCO, include a bank statement and sponsorship documentation from your sponsor.
8. A copy of the attached signature and authorization sheet.
9. Proof of English proficiency (can be in the form of a letter from inviting faculty or English proficiency exams.
10. If the scholar is in the country for more than 3 weeks or if there is direct contact with students, approval from Academic Affairs and a People Admin posting must be created.

A Professor is defined as:

A foreign national whose primary purpose is teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions, museums, libraries, or similar types of institutions. A professor also may conduct research where authorized by the sponsor.

Time allotted:

The minimum program duration for a Professor or Research Scholar is three weeks.

A professor or research scholar may be authorized to participate in the Exchange Visitor Program for the length of time necessary to complete his or her program, provided such time does not exceed five years. The five-year period of permitted program participation is continuous and begins with the initial program begin date documented in SEVIS or the date such status was acquired via a petition submitted and approved by the Department of Homeland Security (DHS) as documented in SEVIS and ends five years from such date.

In addition to the general eligibility rules, participation in the Professor or Research Scholar categories is subject to the following additional conditions unique to participation in those categories:

22 C.F.R. § 62.20(d)

1. The prospective exchange visitor cannot be a candidate for a tenure track position
2. Prior participation in any J category may subject the prospective exchange visitor to the "12-month bar"
22 C.F.R. § 62.20(d)(2)
3. Prior participation in the Professor or Research Scholar category may subject the prospective exchange visitor to the "24-month bar" on repeat participation

The 12 month bar is a repeat participation bar. It affects Exchange Visitors who wish to begin a new J-1 program in the research scholar or professor category. If the Exchange Visitor has had physical presence in the U.S. in any J category (including J-2) in the last 12 months they are barred from participation in J as a professor or research scholar unless:

- Prior U.S. presence in J status was of less than 6 months
- Prior presence was a short term scholar
- They will begin a program by transferring to a new program sponsor

The 24 month bar is a repeat participation bar. This bar prohibits repeat participation in the Exchange Visitor categories of professor and research scholar. It requires that the Exchange Visitor not be in J professor or research scholar status for two year before becoming eligible for another 5-year period of program eligibility in J professor or research scholar status. This bar is invoked the moment the Exchange Visitor completes a program as a professor or research scholar, even if he or she did not utilize his or her full five years of eligibility.

Signature of Traveler _____ **Date** _____