University of North Florida - Exchange Visitor Program
Research Scholars, Professors, and Short-Term Scholars

Steps for Internal University Review/Approval Process

**STEP 1 – Initial Review of Exchange Visitor Request by International Center**

Contact Dr. Tim Robinson, Director, International Center, to make an appointment to go over the goals and objectives of the Exchange Visitor Program. He will explain the internal process and the different forms that need to be submitted, including the *Exchange Visitor Request Form*. After that meeting, the Faculty Sponsor should fill out the *Request Form* and submit it to the International Center to begin the review/approval process.

The information in the *Request Form* will be reviewed by an “EVP Sub-Committee” of the UNF International Council to determine if the proposed visitor/activity is appropriate for the Exchange Visitor Program. They will be looking to confirm that the cultural exchange purpose of the EV Program has been adequately addressed; they will NOT be looking at the qualifications or the specific courses/research that the EV will be engaged in--those aspects will be review by the Department, College, and Academic Affairs.

If the proposed EV and activity is positively reviewed by the Sub-Committee, they shall then verify that the potential EVP possesses sufficient proficiency in the English language to successfully participate in his or her program and to function on a day-to-day basis, based on one of the following:

- A recognized English language test;
- Signed documentation from an academic institution or English language school; or
- A documented interview conducted either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option

If the potential (EV) is determined to have the appropriate level of English language proficiency, the finalized *Request Form*, along with the other required forms (see Step 2 below), will be returned to the Faculty Sponsor, who can then move to Step 2.

**STEP 2 – Internal Review by Academic Affairs and Compliance Office**

Submit the following items through the department/college chain for review/signatures. The items should then go to Academic Affairs for review/approval.

- The *Signature Sheet* (from International Center).
- The finalized *Request Form*, reviewed/notated by the International Center.
- The *Deemed Export Review Form* (from Compliance Office) - Needs to be completed and signed by the UNF faculty sponsor.
- An Invitation Letter - Needs to be written by the UNF department sponsoring the visitor, to include information on duration of stay and purpose of the visit.

**STEP 3** - Either before or during the processing of the “academic” paperwork of Step 2, the UNF International Center will obtain from the prospective EV the following items:

- the completed *Exchange Visitor Profile* (provided to the prospective EV by International Center)
- a copy of the prospective EV’s passport
- an affidavit of financial support (proving funding for the time in the U.S.)

**NB 1**: If any UNF funding is being provided to the visitor by UNF, the department will need to submit documentation to the International Center on the amount to be paid.

**NB 2**: The *Exchange Visitor Insurance Notification Form* (from International Center) needs to be signed by both the prospective EV and the UNF faculty sponsor. The International Center will provide the prospective EV and the UNF faculty sponsor with information about insurance requirements and plans.

**STEP 4** - Once the paperwork in Step 2 has been reviewed and approved by AA, and the items in Step 3 have been received, the International Center will issue and mail the prospective EV the *Form DS-2019* immigration document. The International Center will oversee all immigration aspects of the visitor while he/she is in the U.S.

**STEP 5** - Depending upon the activities and length of time the EV will be on campus, the UNF faculty sponsor (department) might want an N# and I.D. card for their EV.

- Complete the “New Hire Access Form” (at the “Forms” link on the HR website) and submit it to Human Resources prior to the EV’s arrival. This form will generate an N#, set up the EV in Banner, in myWings, and in the UNF email system (Outlook).
- Complete the two-page “Osprey 1Card Application for Faculty/Staff Use Only” (at the “Forms” link on the HR website). The EV will take the completed form (with a photo i.d., e.g., a passport) to the Osprey 1Card Office located in Building 8, Room 1100, to get their I.D. card. (NOTE: the EV must be issued an N# and inputted into Banner before he/she can get the I.D.).