## **Exchange Visitor Request Form**

## The UNF Faculty Sponsor completes all items on this Form and submits to the International Center. Please type or print clearly.

Exchange Visitor's Family Nam	ie	First Name	Middle Name
This request covers the period I	FROM	ТО	
	(mm/dd/yy)		(mm/dd/yy)
Please check appropriate box: (See <i>Information Sheet</i> )	<ul> <li>Begin a <u>new EV program</u></li> <li><u>Transfer</u> to UNF from another EV program</li> <li><u>Extension</u> of program for current scholars; program began on (Requests for extensions should be made approx. 30 days before current DS-2019 form expires.)</li> </ul>		
Please check appropriate box: (See Information Sheet)	<ul> <li>Short-Term Scholar (3 weeks to 6 months, with no extensions beyond 6 months possible)</li> <li>Professor</li> <li>Research Scholar</li> </ul>		
Specific field of study, research	, training, or professional activity: _		
	Exchange Visitor will accomplish o		ge Visitor Program:
Is this person a candidate for a t	tenure-track position?		
During the period covered by this 1	equest, will financial support be provide	ed to the exchange visitor b	by the University of North Florida?
□ yes □ no			
If "yes," specify the amount (in US	\$):		
	North Florida has has not receive overnment agencies to support this Exc		the purpose of international educational
If "yes," specify the agency and the	e amount (in US \$):		

## NOTE: Fill out Page 2 of the Request Form and submit with this first page.

By my signature below, I confirm that I will be responsible for the Exchange Visitor in terms of the items listed below and the activities on Page 2 of this form:

- Provide arrival support (e.g., meet at airport)
- Provide local housing support (e.g., help the EV find appropriate lodging in the Jacksonville area and take the EV to the lodging upon arrival, help obtain necessary housing supplies/food, help resolve any problems that arise in connection with the lodging)
- Provide local transportation support (e.g., help the EV find/purchase car, obtain car insurance, driver's license as necessary)
- Address on-campus needs (office space, N number, UNF I.D. card, facilities access)
- Help the EV meet the Exchange Visitor Program insurance requirements
- Schedule a registration appointment with the International Center for the EV during his/her first day on campus
- Supervise EV's program objectives
- Address any other professional or personal issues that may arise during the course of the EV's stay at the University
- Notify the International Center of any incidents (e.g., death, serious injury, sexual abuse) that involve the EV
- Submit a Quarterly Report on the EV's activities to the International Center
- Notify the International Center when the scholar leaves UNF

Name of UNF Faculty Member Sponsoring the Exchange Visitor

Title

UNF Faculty Member's Signature

Date

## Exchange Visitor Request Form Page 2

The following three items address the central purpose of the Exchange Visitor Program, so this information is very important. Please provide the necessary information, with as much detail and specifics as you can, for each of the following items below:

1. Planned on-campus interactions of the Exchange Visitor with UNF faculty and students (e.g., classroom presentations, campus lectures, joint research work, department welcome social, monthly "Exchange Visitor Day").

2. The International Center will be organizing monthly cultural activities for all UNF Exchange Visitors, but each specific faculty sponsor will be expected to provide additional cultural activities for their own Exchange Visitor, based on the faculty sponsor's interests and living situation as well as the Exchange Visitor's interests. Provide some examples of planned off-campus cultural experiences for the Exchange Visitor in the Jacksonville or greater Florida areas (e.g., outings to the beach, visits to tourist sites such as St. Augustine or Orlando, American holiday events, sports performances, museums, visits to off-campus professional facilities in the EV's area of interest, family/friend social events).

3. The planned future interactions between the Exchange Visitor and UNF (students, faculty, staff) after the EV has returned to his or her home country (faculty exchanges, student exchanges, educational videoconferences, joint research projects).

For International Center use only: Cultural exchange of the proposed EVP \_\_\_\_\_ English language proficiency of EVP \_\_\_\_\_