

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

**Signature Sheet**

Faculty sponsors should submit this sheet, along with a curriculum vita, the *Deemed Export Form*, an invitation letter, and the *Request Form* reviewed/notated by the International Center, through the Department/College chain for review/approval. The items should then go to Academic Affairs for final review/approval.

Exchange Visitor's Family Name	First Name	Middle Name
This request covers the period FROM	TO	
	(mm/dd/yy)	(mm/dd/yy)

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Please indicate below your preference of how to send the immigrations documents to the EV when ready:

Send to Department by campus mail (and the Department will then send to the EV)

Contact Department to pick up the documents (and the Department will then send to the EV)

Dept Contact and Phone (ext)

The UNF International Center can send the visa documents and the pre-arrival materials to the EV (via FEDEX).

Send to foreign address:

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Name of UNF Faculty Member Sponsoring the Exchange Visitor

Title

UNF Faculty Member's Signature

Date

UNF Department

UNF Department Address

UNF Campus Phone, Extension

Department Chair

Date

Signature of Approval from College Dean

Date

Signature of Approval from Provost or designee

Date

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