



Visiting Scholar Application

The purpose of this form is to initiate an invitation for Visiting Scholar (aka Exchange Visitor) to perform research activities at California State University, Fullerton. The Extension and International Programs (EIP) staff will work closely with departments to facilitate the process of inviting visiting scholars and to provide assistance wherever possible.

I. Sponsoring Faculty Information

Name: _____ Department: _____
Email: _____ Campus Extension: _____
Department IT Coordinator Name: _____ Extension: _____

II. J-1 Exchange Visitor information (please attach curriculum vitae)

Name (Last, First): _____
Birthdate (MM/DD/YYYY): _____ Home Country: _____
Home University: _____ Email: _____
Home Address: _____
City: _____ Province: _____
Zip: _____ Country: _____

III. Nature of Research/Teaching Activities (Maximum 100 Characters)

Please explain in detail the proposed research and/or teaching activities.

How will this visit benefit the department, college, and university?

Dates of program: _____ to _____

IV. Funding Source

Will CSUF be financially compensating the Visiting Scholar (either salaried or honorarium)?

Yes (Please include the source and amount of CSUF payments for the entire duration of the program):

No (Please indicate the source of funding): _____

NOTE:

- (1) If personal funds are used, visiting scholars must provide evidence of a combination of home employer salary or sabbatical salary, stipend, etc. and personal funds.
- (2) In addition, a letter from home institution must be attached approving the visiting scholar’s research activities.

V. Host Department Agreement

Please read carefully and sign below to indicate that you agree to the following:

- 1. The Host Department will provide assistance where possible in terms of accommodation, transportation needs, office space, library/lab facilities and computer access, faculty collaboration, etc. (Note: the EIP staff can assist with resources for accommodation upon the request of the host faculty).
- 2. The EV will engage only in the activities listed in item III on page 1 and for the duration of the program dates. If an extension is needed, the EV will obtain approval from the host faculty and meet with EIP staff for proper immigration paperwork, if necessary.

The US Department of State (DOS) is requiring that all prospective/new exchange visitors coming to US universities in J-1 status demonstrate sufficient English proficiency and documentation before the university may issue the DS-2019 documentation needed to bring the scholar here and to participate in his or her program on a day-to-day basis. The International Students and Scholars office will contact the applicant's in order to verify his/her English language proficiency.

VI. Routing for Signatures of Approval

Sponsoring Faculty

Name: _____

Department: _____

Signature: _____

Date: _____

Department Chair

Name: _____

Department: _____

Signature: _____

Date: _____

College Dean

Name: _____

College: _____

Signature: _____

Date: _____

Visiting Scholar CV attached (please check)

Please forward this completed document to:
Jean Hotta, Associate Director, International Students and Scholars (Titan Hall-1123).

Note: Please allow at least 3 months for visa processing. Depending on the US Embassy, visa application processing times may vary. The scholar may enter the US up to 30 days before the start of their program, but must not arrive after their program start date.