

## Visiting Scholar/Student Initiation Request Form

Visitor Last Name:

Visitor First Name:

Visitor Email:

Visit Start Date:

Visit End Date:

Visitor Line of Work:

Requestor/Sponsor (Faculty/PI):

English Proficiency Attestation Interviewer:

1. Must not be the PI, host faculty member, or a member of the project for this J-1 scholar due to conflict of interest.
2. Must be able to fairly and objectively evaluate the English language proficiency level of J-1 scholars. For example, s/he must possess proficient English language skills himself/herself, and be a regular employee (not a student worker, or temporary short-term employee), with no derived benefit(s) or interest from hosting the J-1 scholar.

Department:

Processing Fees Budget-Project:

Brief Description of Research:

### Documentation needed for the Business Center:

Scanned Copy of Passport

Mailing Address and Phone Number

Proof of Financial Support

### Documentation needed for Department:

CV

Letters of Recommendation

Please obtain department approval prior to sending to Business Center

### Departmental Approval

Approver:

Date: