**REQUEST TO HOST VISITOR IN CHBE**

**\*Please email completed form to Dr. Sholl for review and approval**

**Screening of Visitors** - All exchange visitors must be appropriately selected, evaluated, and supervised. Regardless of category, faculty hosts must devise a method and criteria for selecting participants for their programs to determine the suitability of their program for prospective participants. For international visitors, the OIE must determine that participants have sufficient proficiency in the English language to participate in their programs. In addition, the OIE must evaluate other criteria such as minimum degree earned based on specific regulations pertaining to program categories defined by the regulations.

**Processing Time:** Please ensure that you are allowing a 90 day lead time for J1 visa requests as there are several layers of approval outside of ChBE over which we do not have control (this is the amount of time they are asking for).

**Reminder of Host Responsibilities:**

* 1. Please do not make any commitments to visitors prior to the full approval process (School Chair > Imogene Baker > Legal/Export Control > OIE)
	2. All visitors must be processed through Imogene Baker (your Faculty Support Coordinator will assist with the coordination of required documents & info for processing)
	3. Faculty hosts must monitor the progress and welfare of their participants and provide the appropriate amount of supervision and guidance that aligns with the visitor’s individual needs and professional standing.
	4. Visitors must complete all safety training requirements before being present in the lab
	5. If anything about the program activities/duties, funding source(s), location of the visitor’s activity, etc. changes, please contact Imogene Baker in advance as we may need approval from OIE (this includes if your visitor will depart early as OIE is required to update the visitor’s SEVIS record)
1. Faculty Host Name: Click or tap here to enter text.
2. Visitor Name: Click or tap here to enter text.
3. Visitor Contact Email: Click or tap here to enter text.
4. Visitor Date of Birth (required for running visual compliance):
5. Country: Click or tap here to enter text.
6. Home Institution and Title: Click or tap here to enter text.
7. Purpose of Visit: Click or tap here to enter text.
8. Where will the visitor’s work space be? Click or tap here to enter text.
9. Proposed Dates of Visit: Click or tap here to enter text.
10. Funding source if known (China Scholarship Council, etc.): Click or tap here to enter text.
11. How many visitors are active in your group at this time (include dates of visits)? Click or tap here to enter text.
12. How many other visitors have you hosted in the last 12 months and duration of their visits? Click or tap here to enter text.
13. Please feel free to provide any other comments that you feel are pertinent to the approval process: Click or tap here to enter text.

Approved:

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David Sholl, School Chair