

CHECKLIST FOR INVITING A J-1 EXCHANGE VISITOR TO TOWSON UNIVERSITY

Step 1 – Meet with AVP for International Initiatives and Department Chair

- Begin planning at least a semester in advance.
- Contact Christopher Powers, AVP for International Initiatives and your Department Chair to discuss any international exchange or visit program and associated expense BEFORE making any commitments to potential visitors.

Step 2 – Contact NRA Tax Office

- Contact the University's NRA Tax Office to evaluate tax implications of proposed financial arrangements & support for the visitor. Discuss any direct payment, reimbursements or payments made on behalf of the visitor such as purchasing a plane ticket. Determine if visitor should be considered a consultant or an employee, if applicable.

Step 3 – Research Local Visa Application and Wait Time

- Prospective visitors should check on the visa application procedures and visa wait time particular to their country by finding their local U.S. Consulate at <http://travel.state.gov/visa>.
- Use this information to plan realistic arrival date.

Step 4 – Complete Request for Exchange Visitor Invitation

- Complete the *Request for Exchange Visitor Invitation* form in full.
TIP: Avoid delays—supply all requested data!
- Obtain signature of the department chair and college dean.
- Send *Mandatory Health Insurance Requirement Compliance Agreement* to prospective visitor.
- Direct the visitor to additional information about [purchasing supplemental health insurance](#).

Step 5 – Submit Request for Exchange Visitor Invitation with Documents

- Submit completed [Request for Exchange Visitor Invitation](#) form with copies of the visitor's C.V./resume, passport, and financial support documentation to the International Student and Scholar Office at isso@towson.edu. *Please note that any missing information will cause a delay.*

Step 6 – Prepare and Mail Visa/Invitation Packet

- An invitation letter will be prepared by the Assistant to the Provost for International Education.
- The International Student and Scholar Office (ISSO), will prepare the visa certificate packet (invitation letter, form DS-2019, instructions, and pertinent pre-arrival information), relying on data from the *Request for Exchange Visitor Invitation*.
- The invitation letter and visa certificate packet will be emailed to the prospective visitor.
- Upon receipt of the packet, the visitor should apply for a J visa at a U.S. Consulate.

Step 7 – Develop Departmental Plan

- Develop departmental plan for welcoming visitor/family upon arrival, acclimating them to their new surroundings, and supporting them during their stay.
 - Arrange airport pick up.
 - Help with housing, move in, shopping, obtaining TU One card, and email account.
 - Arrange for tour of campus and library.
 - Officially welcome the visitor. Set up introductions to department faculty and key staff.
 - Arrange meetings with AVP for International Initiatives, Director of ISSO, and NRA Tax Office.
 - Facilitate application for a Social Security Number or Individual Taxpayer Identification Number, if required.
 - Assist with initial adjustment to TU and USA.