



International Student & Scholar Center

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Department Scholar Agreement and Checklist

A host department agrees to the following when inviting a J-1 scholar to campus. For questions or concerns about these items, please call the International Student & Scholar Center (ISSC) at 508-910-6633 or email Intl_office@umassd.edu

Purpose of Visit/Scholar Welfare

We will support the [objectives and standards of the Exchange Visitor program](#) and will provide the scholar with appropriate professional opportunities at UMass Dartmouth.

The sponsoring faculty member has clarified expectations with the scholar regarding the purpose of the exchange, faculty collaboration, financial support, benefits, length of program, and access to office/lab space, equipment and other department support; this includes assistance with finding housing.

We will monitor the progress and welfare of the scholar, including ensuring that s/he obtains advice and assistance to facilitate the successful completion of her/his exchange program.

We will develop a cross-cultural plan to allow the scholar to experience American culture and to share his/her culture with us. We will submit the plan and evaluation in writing.

Scholar's Credentials and English Proficiency

We have determined that the scholar's academic and professional background and experience are consistent with the program, and that the scholar has adequate English Language skills to complete the program by submitting the *Visiting Scholar Certification of Language Proficiency*.

Scholar Arrival and Check-In

We will notify ISSC of the scholar's arrival on campus, and assist the scholar in setting up appointments with the Human Resources Office and with ISSC for a mandatory immigration orientation.

We will notify ISSC if the scholar will not arrive by the program start date, and will facilitate a change in program dates if necessary.

Change of Address

We will ensure that the scholar reports any change of address promptly to the ISSC.

Financial Support

We have verified that the scholar has adequate financial support for the duration of the program.

Health Insurance

We will inform ISSC if we have knowledge that the scholar has failed to maintain health insurance during his/her stay at UMass Dartmouth. (Health insurance is a requirement of the J-1 visa.)

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Changes in Program

We will present for the ISSC's review and approval any *proposed* changes in the terms and conditions of the scholar's exchange program, including changes of department, position duties/topic of research, salary or compensation (increase or loss of funding), location of activities, or dates of program. This also includes any invitations the scholar might receive to give occasional lectures or short-term consultations.

Notice of Departure

We will notify ISSC of the scholar's departure at the completion of the program

We acknowledge that we have reviewed these requirements understand our responsibilities during a visit by a J-1 scholar.

Signature of scholar's immediate supervisor

Date

Signature of department chair or program director

Date