



CHECKLIST OF RESPONSIBILITIES

FOR THE HOST DEPARTMENT

The following is what the US Department of State (DOS) expects of you as the host unit of the Exchange Visitor (EV) in order for you to comply with the Exchange Program requirements.

1. ISS recommends that you mail the attached documents to the EV by FedEx, UPS, or DHL.
2. Bring the EV to ISS for clearance upon arrival in the United States. Failure to do so may jeopardize the EV's status.

The EV Must Bring the Following to the Clearance Procedure in ISS:

- a. The Processed DS-2019 Form with stamps
 - b. Passport
 - c. J-1 visa
 - d. I-94 card
 - e. Proof of health insurance
3. Upon clearance, ISS must validate the EV's program participation in SEVIS. To do so, the EV must have a current US address to report at the time of clearance.
 4. All dependents are required to do clearance as explained above.
 5. The EV's academic unit is required by the DOS to provide orientation to the EV. Currently, the Office of the Dean of Academic Affairs and/or the Center for Teaching Excellence provide only *faculty* with a "new faculty" orientation. The EV orientation should include the following components:
 - a. Library
 - b. Technology
 - c. Cultural Adjustment
 - d. Other University Resources
 6. Extension requests must be submitted to ISS one month before the current DS-2019 end date.
 7. The EV and/or academic unit must notify ISS immediately if the EV or his or her dependents leave the United States permanently before the program end date on the EV's DS-2019.