

Before issuing an invitation letter to the visiting scholar (as soon as possible but at least 9 weeks before the program start date), verify the following:

Before submitting an Intention to Host Form (See Page 2):

1. **Academic Match:** Hosting faculty identify academic match and transformative relationship with the visiting scholar that will benefit the professional lives of both visiting scholar and host faculty, and possibly both institutions.
2. **Academic Support:** The department must demonstrate how they will support the scholar’s academic program. A general rule is that the collaborating professor should be prepared to meet with the scholar a minimum of twice per month. Scholars should be given appropriate access to classroom observations if needed. If teaching is involved, the department must demonstrate how they will support the scholar’s pedagogical alignment with the department’s/College/School’s learning outcomes and expectations.
3. **Office Space:** It is recommended, though not required, that the scholar be given office space and access to a computer and telephone line. However, office space is mandatory for teaching scholars.

4. **Certification of English Language Proficiency:** J-1 Exchange Visitors are required to demonstrate proficiency in English, which may be done by:

- Acceptable scores on recognized standardized English language test (TOEFL, IELTS, etc.).

Type of visiting scholar	TOFEL	IELTS
• Those who teach	88+	6.5+
• Those who research and audit undergrad courses	80	6
• Those who research and audit grad courses	88	6.5

- Oral and Writing Test conducted by the English Language Center with a 50 U.S. Dollars test fee.

Primary interviewer Name: _____

Date of Interview: _____ Duration of Interview: _____ mins

The Interview was conducted: In person By Videoconference By phone

Interview Notes (Required)

I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the scholar’s English language proficiency is sufficient to function daily within their Gonzaga University position and within the local U.S. community.

Primary interviewer signature _____ Date _____

Visiting International Scholars Checklist

- Copy of signed diploma or signed transcript from U.S. universities or universities in countries where English is the native language.

We recommend that scholars coming to campus who have TOEFL or IELTS scores lower than those required for graduate admissions be provided the opportunity to take the ELC placement test and enroll in or audit one ELC course during their stay on campus, either at the Pathway, Undergraduate or Graduate level.

5. **Submit an Intention to Host form (See below) to CGE.**

Intention to Host a Visiting Scholar

Instructions: Please use this form to indicate your intention to invite an international visiting scholar or faculty member to campus. CGE will use the information provided to determine the appropriate visa category for the visitor.

Submitted by: _____

Department: _____

Visiting Scholar information.

1. Visiting Faculty/Staff

A. Name: _____

B. Visiting Faculty/Staff Citizenship: _____

C. Visiting Faculty/Staff Country of Residency: _____

D. Visiting Faculty/Staff Email Address: _____

E. Visiting Faculty/Staff Home Institution/Program: _____

2. Is the visitor currently in the United States?

No

Yes. Please indicate if the visitor's visa status (if known): _____

3. Term of Visit:

Fall Spring Summer Year Other: _____

4. **Expected dates of visit:** _____ to _____

5. Visitor Activity During Visit:

Teach Training/Workshop(s) Seminar Single Lecture

Collaborate on research Observation

Other (please specify): _____

6. **Payments:** Will your visitor receive any payments from GU or other organizations during their visit, for example, salary, honorarium, consulting fees, travel expenses? Important: The immigration status dictates whether a visitor is allowed, or prohibited, from receiving payments. It is therefore essential that you contact International Students and Scholars Services immediately if the intended payment status of your visitor changes. If it changes after they are in the U.S., they may not be eligible to receive the intended payment.

No

Yes. Please indicate the type of payment expected:

Salary Honorarium Consulting fees

Full or partial travel expenses Other

7. Signatures (captured through DocuSign):

Faculty Sponsor (include name/email here): _____ Date: _____

Unit Supervisor (include name/email here): _____ Date: _____

Supervisor Approval (include name/email here): _____ Date: _____