



## EXCHANGE VISITOR PROGRAM SUPERVISOR AGREEMENT

### OVERVIEW

- The [BridgeUSA/Exchange Visitor Program](#) (EVP) is the U.S. Department of State diplomacy initiative established to promote international educational and cultural exchange and access to American culture and values.
- The University is authorized to host eligible foreign nationals as Exchange Visitors (EVs) to engage in teaching, training, observation, consultation, collaborative research, academic research internships, university conferences and/or colloquia through formal designation as a sponsor, subject to [annual reporting review](#), [biennial redesignation](#), [oversight and sanctions](#) for noncompliance.
- The office of [International Student and Scholar Support](#) (ISSS) Director serves as Responsible Officer (RO) for the University's designation.

### REQUIREMENTS

- **Purpose:** The purpose of the EVP is to further the educational, cultural, and research interests of the EV as well the academic/research activities of faculty supervisor, academic unit, and University community, rather than a mechanism for [employment of foreign labor](#). Please contact ISSS and unit HR liaison well in advance for relevant salary/fringe data.
- **Policies:** Per [HR 1.25](#), the [Office of International Support](#) (HR-OIS) determines if the an applicant for an appointment is eligible to participate in the EVP (consistent with [HR, ACAF and EOP](#) policies on hiring, academic appointments and affirmative action obligations for institutions accepting federal funding). Foreign nationals with appropriate sabbatical or similar funding may qualify for non-salaried affiliation per policy [UNIV 2.50](#).
- **Intent:** EVs must demonstrate *non-immigrant* intent (i.e., to remain *temporarily* in the U.S.) and strong ties to their country of citizenship or permanent residence to which they intend to return upon completion of their EVP experience.
- **Documents:** OIS issues Form DS-2019 to an eligible foreign national, who must then [apply for a J-1 visa](#) (travel permit to request U.S. entry) at a [U.S. consular post](#). Eligible dependents may apply for J-2 visas.
- **Incident Reporting:** ISSS is required to [file a written incident report](#) *immediately* with the U.S. Department of State upon the occurrence of any incident involving a “serious problem or controversy [that] could be expected to bring the Department of State or the sponsor’s program into notoriety or disrepute” [22 CFR 62.13(d)], including but not limited to any event that may adversely affect the exchange (e.g., death, serious injury/illness, abuse, or arrest of EV, involvement of EV as a victim/perpetrator of a serious crime, potential litigation in which sponsor or EV may be a named party, etc.)

### SUPERVISOR ATTESTATION

By signing below, I attest under penalty of perjury and on behalf of the academic unit to understanding and supporting my supervisory obligations as described in [EVP legislation, regulations, guidance directives, advisories, and other compliance administration requirements](#), and hereby agree to:

- ✓ Notify ISSS in writing *before* any material changes to EV's program activities, including but not limited to: duties, appointment dates, schedule, supervisor, compensation (if applicable), and/or site(s);
- ✓ Actively monitor EV's wellbeing and notify ISSS *immediately* of any serious incident involving EV as described herein;
- ✓ Actively engage EV in opportunities to participate in cross-cultural activities (e.g., Departmental meetings and social gatherings, lectures, colloquia to share research findings, etc.);
- ✓ Assist EV and any accompanying dependents with settling into the Columbia-area community (e.g., welcoming the EV upon arrival at the airport arrival, securing housing, etc.); and
- ✓ Provide EV with equitable supervision/training/resources to support program activities and goals.

\_\_\_\_\_  
Faculty Supervisor (Print)

\_\_\_\_\_  
Faculty Supervisor (Signature)

\_\_\_\_\_  
Date

Department: \_\_\_\_\_ Name of Exchange Visitor: \_\_\_\_\_