INSTRUCTIONS FOR ACADEMIC DEPARTMENTS HOSTING VISITING SCHOLARS

Academic departments hosting a visiting scholar are asked to collect and submit the completed visiting scholar application on behalf of the scholar. Please ensure the following documents have been completed in its entirety before submission to the Office of International Students and Scholars (OISS) at tcintl@tc.columbia.edu

Completed applications must be submitted to the OISS at least 3 months prior to the anticipated start date of the visit.

Submit the following documents to the OISS:

1. Visiting Scholar Application Form (Please note SECTION VI must be completed by the hosting academic department)
2. Visiting Scholar's Curriculum Vitae
3. Visiting Scholar's plan of research and/or activities at Teachers College, including detailed goals and objectives
4. Recommendation letter from TC faculty host or sponsor including:
   - Dates of visit
   - Goals and objectives of the visit including detailed time frame to achieve these objectives
   - Funding information, if applicable
5. Prospective Visiting Scholar’s Passport Identification Page
6. Certified financial documents if applying for J-1 visa sponsorship from Teachers College

INSTRUCTIONS FOR PROSPECTIVE VISITING SCHOLARS

The hosting academic department will collect and submit the completed visiting scholar application on behalf of the prospective scholar. Complete the Visiting Scholar Application Form in its entirety and submit additional supporting documents to the host academic department.

Required for submission:

1. Visiting Scholar Application Form (Please note SECTION VI must be completed by the hosting department)
2. Curriculum Vitae
3. Plan of research and/or activities at Teachers College, including detailed goals and objectives
4. Recommendation letter from TC faculty host or sponsor including:
   - Dates of visit
   - Goals and objectives of the visit including detailed time frame to achieve these objectives
   - Funding information, if applicable
5. Passport Identification Page

All visiting scholars are required to submit an application fee prior to their arrival. More information will be sent via email upon approval notice.
## SECTION I: PERSONAL INFORMATION
(TO BE COMPLETED BY PROSPECTIVE VISITING SCHOLAR)

1. **Family Name**  
   **Given Name**  
   **Middle / Other**

2. **Date of Birth:**  
   **mm**  
   **dd**  
   **yyyy**  
   **City**  
   **Country**

3. I am a citizen of: ________________________________ and a legal permanent resident of: ______________________________

4. Current Occupation in Home Country (e.g., Professor, Dean): ______________________________________________________

5. Highest Degree Obtained: ________________________________  
   **In the field of:** ________________________________
   Or anticipated degree and degree conferral date: ______________________________________________________

6. Current Mailing Address:

   ______________________________________________________
   ______________________________________________________
   **Street / Office**  
   **Suite / Apartment / Floor**  
   **City**  
   **Province**  
   **Country**  
   **Postal Code**

7. **E-mail:** ________________________________  
   **Tel:** ________________________________

8. Which department will be hosting your visit at Teachers College?

   - [ ] Arts & Humanities  
   - [ ] Biobehavioral Sciences  
   - [ ] Counseling & Clinical Psychology  
   - [ ] Curriculum & Teaching  
   - [ ] Health & Behavior Studies  
   - [ ] Human Development  
   - [ ] International & Transcultural Studies  
   - [ ] Mathematics, Science & Technology  
   - [ ] Organization & Leadership  
   - [ ] Other (centers/offices): ________________________________

   **Name of TC Faculty host:** ________________________________

9. Are you a returning TC visiting scholar?

   - [ ] No, this is my first time applying to the TC visiting scholar program  
   - [ ] Yes, my previous visiting scholar dates were __/__/____ to __/__/____.  
     (**MM/DD/YYYY** to **MM/DD/YYYY**)  

10. Are you a graduate of TC?

    - [ ] No, I am not a graduate of TC  
    - [ ] Yes, my degree was awarded on __/__/____ from ________________________________ (indicate program name)  
     (**MM/DD/YYYY**)  

11. Dates of proposed research or teaching at Teachers College: __/__/____ to __/__/____.  
    (**MM/DD/YYYY** to **MM/DD/YYYY**)  

12. Do you hold any academic affiliation at another U.S. institution?

    - [ ] No, I do not hold any academic affiliations  
    - [ ] Yes, I am a ________________________________ at ________________________________
IF YOU ARE A U.S. CITIZEN OR PERMANENT RESIDENT, PROCEED TO SECTION VII.

IF YOU ARE AN INTERNATIONAL SCHOLAR ON A NON-IMMIGRANT VISA OR IN NEED OF J-1 VISA SPONSORSHIP, PROCEED TO SECTION II

SECTION II: INTERNATIONAL SCHOLAR INFORMATION
(TO BE COMPLETED BY PROSPECTIVE VISITING SCHOLAR)

1. I am a citizen of __________________________ and a legal permanent resident of __________________________

Country Country

2. Are you currently in the U.S.?
   - Yes, I am in the U.S. and I am on __________________________(indicate type of visa and submit documentation)
   - No, I am not in the U.S. and will be applying for __________________________(indicate type of visa)

For Prospective Visiting Scholars Needing J-1 Exchange Visitor Status

The following documents are also required for submission, if the visiting scholar requires J-1 visa sponsorship from Teachers College:

1. Passport identification page of dependent spouse or child(ren), if requesting J-2 visa sponsorship
2. Evidence of medical insurance coverage (SEE SECTION IV)
3. Evidence of English language proficiency (SEE SECTION VI)
4. Certified financial documents. Visiting research scholars who wish to apply for J-1 Exchange Visitor status must document financial resources of at least $2,000 for each full month of residence at Teachers College. This is our estimate of the minimum living allowance required for a single person living in modest local accommodation. Additional funds in the amount of $1,000 per month must be documented for accompanying dependents.

Note: If you are requiring J-1 visa sponsorship from Teachers College, you may be eligible to transfer your J-1 record to Teachers College. Please contact the OISS for further information.

SECTION III: DEPENDENT INFORMATION
(TO BE COMPLETED BY PROSPECTIVE VISITING SCHOLAR)

1. If you will be needing J-2 sponsorship for your spouse or child(ren), please complete the information below:

   Use a separate sheet as necessary.

<table>
<thead>
<tr>
<th>Passport Name (Family, Given Name)</th>
<th>Relationship</th>
<th>Citizenship</th>
<th>Place of Birth (City and Country)</th>
<th>Country of Legal Residence</th>
<th>Date of Birth (mm/dd/yyyy)</th>
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SECTION IV: MEDICAL INSURANCE
(TO BE COMPLETED BY PROSPECTIVE VISITING SCHOLAR)

MEDICAL INSURANCE REQUIREMENTS: In accordance with US Department of State regulations, all J-1 exchange visitors (and accompanying J-2 family members) must be covered by adequate medical insurance for the duration of the J-1 program. Information about Exchange Visitor medical insurance requirements is available here and will be sent to you with your visa certificate.
SECTION V: DELIVERY METHOD OF DS-2019
(TO BE COMPLETED BY PROSPECTIVE VISITING SCHOLAR)

You have the following options to receive your DS-2019 documents:

<table>
<thead>
<tr>
<th>MAILING OPTIONS (SELECT ONE):</th>
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<tbody>
<tr>
<td>Send my DS-2019 to my mailing address by international air mail free of charge.</td>
</tr>
<tr>
<td>Send my DS-2019 by Express service for a fee (see below for Express Service instructions)</td>
</tr>
</tbody>
</table>

If choosing Express Service: Follow the instructions below:

**Part ONE: Create an account with UEMS eShipGlobal**

a. In order to request express delivery service, you must first create an account with UEMS eShipGlobal. Visit the UEMS eShipGlobal website to create an account [https://study.eshipglobal.com/](https://study.eshipglobal.com/)
   (The site works best with Internet Explorer or Mozilla Firefox browsers)
   *Do not go to the DHL or FedEx sites directly*

b. To complete your registration with eShipGlobal. You will need the following information:
   - Mailing address
   - Email address
   - Telephone number

c. In the “University Search” box, search for “Teachers College, Columbia University” and then select “Office of International Services”

d. When you complete your registration, eShipGlobal will send you an email requesting you to activate your account. Please follow the instructions per email sent to you. It is important that you complete this step in order to request a shipment

**Part TWO: Request your shipment**

a. Visit the eShipGlobal website [https://study.eshipglobal.com/](https://study.eshipglobal.com/) to login using your email and password

b. Next to the "Receive Documents from your University" section, select “Teachers College, Columbia University” then “Office of International Services” to ensure your shipping label is received by our office

c. Enter your mailing address, phone number, email address, payment information, and choose your preferred carrier (FedEx, DHL, UPS). Carefully review your information as error in information can result in the delay of shipping out your I-20 or DS-2019

d. Save your payment receipt information for your records
SECTION VI: ENGLISH LANGUAGE PROFICIENCY (TO BE COMPLETED BY HOST DEPARTMENT)

U.S. Department of State regulations require a program sponsor to verify that a prospective exchange visitor possesses sufficient proficiency in the English language to successfully participate in their program and function on a day-to-day basis (22 CFR 62.10(a)(2)).

J-1 Exchange Visitors are able to meet the English language proficiency requirement in one of the following ways:

1. A recognized English language test such as TOEFL or IELTS. In order to be considered official, scores must be sent directly from the testing administrator and have been taken within the past 2 years.
2. A transcript from an academic institution or English language school that you have attended, or
3. A documented interview conducted by your faculty host either in-person, by videoconferencing, or by telephone if videoconferencing is not a viable option.

Please check one of the following and submit documentation, as necessary, with this application:

- TOEFL (Minimum score requirement: 100 internet-based (IBT), 600 paper-based exam (PBT))
  - Date of Exam: __________________________ Score: __________________________

- IELTS (Minimum score requirement: 7.0)
  - Date of Exam: __________________________ Score: __________________________

- Transcript from an academic institution or English language school

- Documented interview conducted by a Teachers College Faculty member in person

- Documented interview conducted by a Teachers College Faculty member via videoconferencing

- Documented interview conducted by a Teachers College Faculty member via telephone

NOTE: If you will be meeting the language proficiency requirement via interview, provide documentation indicating the following printed on department letterhead including faculty name/signature:

- Name of applicant
- Faculty interviewer
- Date of Interview
- Interview Format
- Interview Findings
- Additional Comments
SECTION VII: TERMS AND CONDITIONS
(TO BE COMPLETED BY PROSPECTIVE VISITING SCHOLAR)

Teachers College (TC) welcomes visitors who do not hold academic appointments at the College to come to TC, for a specific period of time, to facilitate their research and to participate in the activities of the College. To accommodate the needs of these individuals and to recognize their contribution to the intellectual life of the College, TC confers Visiting Scholar status with limited benefits and privileges according to the policies and procedures described below.

Visiting Scholars receive the following privileges at Teachers College:

- University ID (or UNI) for access to electronic resources and a TC Gmail account.
- Access to Teachers College and Columbia University libraries with some restrictions during periods of examination or special events.
- Auditing of classes with the instructor’s permission.
- Attending open lectures

Changes to Visiting Scholar Information and/or Program Objectives
Once approved to engage in the Visiting Scholars program at Teachers College (TC), scholars will be responsible for notifying both faculty host and the Office of International Students and Scholars (OISS) of any changes to their plan of visit at TC, including any and all changes to their program objectives during their visit at TC.

Visiting Scholar Status and Extension
Visiting Scholar status may be granted for up to one year. The designation can be renewed for no more than one additional year with approval of the faculty host and payment of a renewal fee. "Visiting Scholar" is a courtesy designation and does not signify a formal association with the College. No official records are maintained and no statement of activities is issued. For a request to extend the Visiting Scholars program, scholars are required to submit their extension request to the OISS at least 2 months prior to the end of the current approval date.

Receiving of Payment
Visiting Scholars may receive honoraria for participating in a conference or for giving an occasional lecture if they are citizens or permanent residents or, in the case of non-resident aliens, if they have an appropriate visa and the prior authorization. Visiting Scholars may not be compensated from a Teachers College account; given a TC fellowship or reimbursed for expenses.

Health Insurance
Per Teachers College Policy Library, visiting scholars are not compensated and are not eligible for College or University health insurance. Scholars approved for the J-1 visa are required to abide by Department of State regulations on insurance requirements. Scholars are responsible for arranging their own financial support and insurance.

I verify that all information provided is true to the best of my knowledge and that the attached documents are up-to-date. I authorize investigation of all statements contained in this application for a visiting academic courtesy designation as may be necessary in arriving at a decision. I understand falsification of statements may be considered sufficient cause for termination of my visiting scholar status at Teachers College. I understand I must notify the Office of International Students and Scholars of any changes to my proposed academic plan as well as date of visit at TC. I also understand that I am required to abide by all rules and regulations of Teachers College.

Signature: __________________________________________

Print Name: __________________________________________

Date: __________________________________________