



Examples of valid job descriptions for each category:

- x Shortterm (max 6 months) EV will collaborate with faculty/attend seminars/teach in the field of X.
- x Research Scholar (max 5 years): EV will primarily conduct research in the field of X.
- x Professor (max 5 years): EV will primarily teach (may also conduct research) in the field of X.

Wages and compensation provided by UNG:

Proposed academic activities:

Cultural goals and components of the program:

What are the goals/objectives of this person's visit from the point of view of your department?

#### Compliance Certification

In compliance with federal regulations governing the Exchange Visitor Program, you are certifying that all information in this request is true and accurate to the best of your knowledge. Your signature below indicates that you will abide by the following:

- x Notify the Center for Global Engagement immediately of any changes in the terms and conditions of the EV's program.
- x Determine that the EV possesses sufficient English language proficiency for the proposed program objective.
- x Inform the EV of specific job duties, number of work hours and expected compensation.
- x Inform the EV of housing options and the expected cost of housing and living expenses.
- x Ensure EV has appropriate credentials for his/her category and for the position.
- x Confirm the J-1 visa program will not be used for tenure-track or tenured faculty appointments.
- x Provide adequate support to the EV for the duration of his/her program.

Dean/Department Head Signature:

Department Contact Signature:

If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please email the Center for Global Engagement or call 706-686-2858.