Exchange Visitor Bio Data:

Sponsoring Academic Department Responsibilities:
Please keep in mind that normal visa processing can take about 30 days.

- Provide completed DS-2019 Request Form to the Office of International Affairs with:
  - Invitation letter
  - Exchange visitor resume
  - Financial support letter from any third party sponsor
  - Copy of Request to Hire or Courtesy Appointment Form.

- Insure that the faculty host will be in Rolla at the time of the visitor's arrival.
- Insure that the faculty host will be available to work with the visitor during the visitor's stay, as necessary.
- Arrange temporary housing for scholar's initial arrival in Rolla.
- Arrange transportation for scholar from airport to Rolla and to the temporary housing.
- Verify with the scholar that he has checked in with the International Affairs Office so that the J-1 Visa can be verified in SEVIS.
- Assist scholar in finding permanent housing.
- Arrange transportation for shopping, to Social Security Office, to Driver's License Bureau, etc.
- Arrange transportation to airport upon departure.

Sponsoring Academic Department Contact Information:

Office of International Affairs Responsibilities:

- Send DS-2019 and J packet to scholar.
- Send copy of DS-2019 and J packet to department.
- Check in scholar upon arrival.
- Validate SEVIS record upon scholar check-in.
- Explain Department of State mandatory health insurance requirements and obtain signature on Insurance Certification Form.
- If courtesy appointment, request PeopleSoft ID and computer account.
- Conduct J-1 scholar orientation.
- Send copy of this page to Dr. Robert Schwartz, Vice Provost, Academic Affairs.

Office of International Affairs Contact Information:

Information that may be helpful in hosting your visiting scholar

1. USA Express for travel to/from Rolla:
   - Contact name: Rachel Guth
   - Phone: 573-368-4656
2. Real Estate Agencies:
   - Company: Investment Realty, Inc.
   - Phone: 573-364-4050
   - Company: Brown Rental
   - Phone: 573-364-2787