



**APPROVAL FOR THE EMPLOYMENT/VISIT OF AN EXCHANGE VISITOR (J-1 STATUS)**

**Instructions:** Complete this form, obtain necessary signatures, and email to [exchange@louisiana.edu](mailto:exchange@louisiana.edu).

Name of Prospective Exchange Visitor: \_\_\_\_\_

Title of Position: \_\_\_\_\_ Department: \_\_\_\_\_

We certify that:

1. We agree to accept responsibility for this participant for the entire period of stay as requested on the form DS-2019. We hereby certify that there is sufficient funding to support this individual for the entire period stated on the J-1 visa application request form,
2. Should problems occur with the exchange visitor regarding employment, studies, etc., I(we) agree to follow the appropriate standard university procedures in remedying said problems. These procedures must be followed even when UL Lafayette does not provide financial support to the exchange visitor,
3. The prospective exchange visitor is proficient in English,
4. We agree to notify OIA immediately of any changes within the department, which affects the status of an exchange visitor (i.e. loss of funding or significant change in duties),
5. We agree to notify the OIA immediately if the exchange visitor ceases to participate in the exchange visitor Program prior to the end of his/her program date,
6. We agree to notify the OIA at least 45 days in advance of the program completion date to request an extension of the exchange visitor's stay.

Faculty/Staff Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approval is granted to employ or invite the prospective exchange visitor.

\_\_\_\_\_  
Department Chair Date: \_\_\_\_\_

\_\_\_\_\_  
Dean Date: \_\_\_\_\_

\_\_\_\_\_  
Vice President (Academic Affairs/Research) Date: \_\_\_\_\_

\_\_\_\_\_  
President Date: \_\_\_\_\_

*This form must be submitted to the Office of International Affairs before a DS-2019 form can be prepared.*