Department Scholar Agreement
A host department agrees to the following when submitting a Scholar Request for J-1 status. If departments have any questions or concerns about these items, please contact ISSS at susan.connors@umb.edu or 617.287.4894

AGREEMENT

Purpose of Visit/Scholar Welfare
- We will support the objectives and standards of the Exchange Visitor program and will provide the scholar with appropriate professional and cultural opportunities at UMB.
- The sponsoring faculty member has clarified expectations with the scholar regarding the purpose of the exchange, faculty collaboration, financial support, benefits, length of program, and access to office/lab space, equipment and other department support.
- We will monitor the progress and welfare of the scholar, including ensuring that s/he obtains advice and assistance to facilitate the successful completion of her/his exchange program.

Scholar’s Credentials and English Proficiency
- We have determined that the scholar’s academic and professional background and experience are consistent with the program, and that the scholar has adequate English Language skills to complete the program.

Scholar Arrival and Check-In
- We will notify ISSS of the scholar’s arrival on campus, and ensure that the scholar attends a mandatory immigration orientation at ISSS.
- We will notify ISSS if the scholar will not arrive by the program start date, and will facilitate a change in program dates if necessary.

Change of Address
- We will notify ISSS of any change of address for the scholar within 10 days of a move.

Financial Support
- We have verified that the scholar has adequate financial support for the duration of the program.

Health Insurance
- We will inform ISSS if we have knowledge that the scholar has failed to maintain health insurance during his/her stay at UMB. (Health insurance is a requirement of the J-1 visa.)

Changes in Program
- We will notify ISSS of any proposed changes in the terms and conditions of the scholar’s exchange program, including changes of department, position duties/topic of research, salary or compensation (increase or loss of funding), location of activities, or dates of program.

Notice of Departure
- We will notify ISSS of the scholar’s departure at the completion of the program, or if the scholar completes or departs before the established program end date.