To be completed by sponsoring department or HR if benefits eligible EV:

☐ Program or Appointment Details:
   ☐ Dates of Appointment (beginning and end)
   ☐ Latest State Date of this appointment (beginning and end)
   ☐ Brief Description of Scholar’s Primary Research Objective

☐ Site of Activity Details:
   ☐ Name of Site (ex: Chemistry Dept.)
   ☐ Hosting Department Address
   ☐ Address for all additional sites of activity

☐ Funding Details (View most up to date minimum funding requirements on the ISSS website. 51% of the funding sources must come from SMU, their own government, home institutions or employer):
   - Type of Funding and Proof of Funding
     ☐ SMU University Funding (Attach offer letter)
     ☐ Government Sponsorship (Attach government letter)
     ☐ Other Sponsorship (Attach bank letter/statement)
     ☐ Personal Funding (Attach bank letter/statement)

☐ Select Visa Category (more information in the DS-2019 request):
   ☐ Professor
   ☐ Research Scholar (includes post-Docs)
   ☐ Short Term Scholar
   ☐ Specialist

☐ English Proficiency (select one):
   ☐ A recognized English language test: Score must be similar to the minimum score required for admissions to master’s degree programs at sponsoring school.
   ☐ Signed documentation from an academic institution or English language school
   ☐ Name of Academic Institution or Program, where EV completed ESL Certificate:
   ☐ A documented interview conducted by English3
      https://drive.google.com/file/d/1c97WW7TaFybZU4bcPTYWoPGLvdnLytn6/view

☐ Additional Documents to Supplement the English Proficiency:
   ☐ Proof of having graduated from a U.S. Higher Institution (attach copies of transcripts)
   ☐ Previous appointments as an Exchange Visitor (attach copies of previous DS-2019)
   ☐ Other: Professional publications printed in English or written research work If other, scholar must also conduct an English Interview Assessment AND assessment conducted through English3.com
Additional Required Documents:

- Acceptance/Appointment letter from issuing department (must be a non-tenure track position). Letter must have specific dates of appointment.
- Mailing label, IF department is paying for shipping, please attach the shipping label. DISREGARD If Exchange Visitor will create their own mailing label.
- Transfer to SMU form if applicable
- $200.00 SEVIS Maintenance fee IF PAID BY THE DEPARTMENT; otherwise, disregard.