

Bellevue College J1 Exchange Visitor Program (Scholars)

Roles and Responsibilities

Unit/Person	Role
Visiting Scholar	<ul style="list-style-type: none"> - Expresses desire for an exchange program at BC - Outlines works to be done; articulates goals and objectives for the exchange program - Defines where to get sickness and injury insurance coverage for the entire duration of the program - Fills out the online application form - If accepted by BC, scholar applies for J-1 U.S. entry visa and makes travel plans - Upon arrival to BC, attends the mandatory scholar's orientation. - Maintains sickness and injury insurance coverage for the entire duration of the program - Complies with BC employment guidelines - Reports program changes to GI and files program transfer or extension requests - Complies with BC policies, guidelines and standards of conduct
Hosting Division	<ul style="list-style-type: none"> - If a prospective scholar contacts the division directly, the division informs GI about the intent to host a visiting scholar - Agrees to host the Scholar for the duration of the program - Clarifies where the financial support will come from - Completes and signs the "Division Sign-off" form - Completes and signs Scholar's Invitation Letter - Works with the GI to make accommodation arrangements for the scholar - Upon scholars arrival, provides them with campus orientation - Works with HR to complete necessary hiring paperwork if Scholars receive salary - Assigns a faculty member as a mentor to the Scholar - Keeps GI informed of any changes to the program
Global Initiatives (GI)	<ul style="list-style-type: none"> - Manages the J1 Exchange Visitor Program and ensures that the program complies with Department of State program rules and regulations - Provides guidance to the scholar and host division on immigration matters - Verifies that the exchange visitor possesses sufficient proficiency in English language - Prepares form DS-2019 and sends to scholar with pre-arrival materials

	<ul style="list-style-type: none"> - Assists exchange scholar with logistical arrangements - Reports to the Department of State any changes related to scholars J1 status - Works with HR to complete necessary paperwork if Scholar doesn't receive salary
Academic Affairs	<ul style="list-style-type: none"> - Responsible for the academic integrity of the J1 exchange visitor program - Promotes J1 exchange visitors program to faculty and other external stakeholders - Creates opportunities for scholars to engage in BC's curricular and co-curricular activities and events - As needed, clarifies funding sources to support scholar's exchange program
HR	<ul style="list-style-type: none"> - Prepares scholar's employment paperwork
Finance/Administration	<ul style="list-style-type: none"> - Facilitates on campus housing arrangements for the scholar - Prepares housing contract