J-1 PROFESSOR APPLICATION

Date: __________________________

Last Name: ____________________ First Name: __________________ Middle Name:______________

Gender: ____________________________________________________________________________

Date of Birth: ________________________________________________________________________

Address:_____________________________________________________________________________

City: _________________________________ State: ____________________ Zip Code: ____________

Country: ____________________________________________________________________________

Phone Number: ___________________________ Fax Number: ________________________________

Email Address: _______________________________________________________________________

Seminary Contact (if applicable):__________________________________________________________

Educational Background (applicants must have an M.A. and/or Ph.D.):

Institution: __________________________________Degree: _________________________________

Concentration_______________________________Graduation Year:____________________________

Will a J-2 dependent accompany you to the U.S.? _____________________________________________

If so, please list the number of J-2 dependents: _____________________________________________

List each dependent’s name, relationship to you, and email address

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Financial Sponsor: (i.e., self, name of: institution, organization, home country’s government, employer)

Sponsor Name: _______________________________________________________________________

____________________________________________________________________________________
Address:_____________________________________________________________________________

Telephone Number:______________________________ Email: ________________________________

Guarantee of Financial Support: Please submit financial support documentation with current date with your application. Acceptable documentation is a current official bank statement on bank letterhead noting funds in U.S. currency; or official scholarship letter on applicable letterhead, stating the amount awarded to you for the duration of your time here. Please be sure that the financial support covers all expenses as outlined in the document titled “J-1 Professor Applicant Fees & Related Information.” Please be sure the funding amount covers the living expenses of all J-2 dependents if applicable.

DATES REQUESTED FOR STAY:

First Choice    __________________to __________________
Second Choice  ___________________ to __________________

Have you ever been issued a J-1 visa?_________________________________________________

If so, what was the duration? Start date:__________________ End date:____________________

What was the category? ______________________________________________________

Have you ever been in the United States? _______________________________________________

If so, please list the category and/or duration of stay below:

Category:     _______ Start date:__________________ End date:____________________

Housing:

☐ I would like to rent a room on the Hartford Seminary campus (if available)
   *Room rental is intended for individual professors only

☐ I will secure off campus housing for myself and my dependents.

Please send this application along with the supplemental information required below:

- a formal letter of application (addressed to President Heidi Hadsell below), stating the subject you would like to teach, lecture, observe or consult in during your time at Hartford Seminary;
- your current CV
- one letter of recommendation from a colleague or advisor;
- take the Test of English as a Foreign Language (TOEFL) and achieve a minimum score of 550 (written version), 213 (computer version) or 80 (internet version).
- Or take the International English Language Testing System (IELTS) examination and achieve a minimum score of: 6.5
Please submit a copy of your scores with your application
- Or signed documentation from an academic institution or English language school
The method you choose will be used to determine sufficient proficiency in the English language

The completed application and supplemental documents should be sent three months prior to your proposed start date. Please read the document titled, “J-1 Professor Applicant Fees and Related Information.” Hartford Seminary’s fee for professors and additional fees are stated. In addition, the cancellation policy is outlined.

SIGNATURE OF CONFIRMATION:
Your signature below confirms that all the information supplied in this application is correct and honestly presented.

_____________________________________________  __________________________
Signature of Applicant       Date

Please send complete application to:
President Heidi Hadsell
Hartford Seminary
77 Sherman Street
Hartford, CT 06105

OFFICE USE ONLY

DATE APPLICATION RECEIVED: __________________________

COMMITTEE DECISION ON APPLICATION: ____________________   DATES ACCEPTED FOR: ____________________

FACULTY LIAISON: ______________________________________

HOUSING STATUS: ______________________________________