

## **J-1 PROFESSOR SELECTION PROCESS & GUIDELINES**

### PURPOSE

The Exchange Visitor Program promotes the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries. The primary activities for Professors is teaching, lecturing, observing or consulting at accredited post-secondary academic institutions, museums, libraries or similar types of institutions. Professors may also conduct research with approval from Hartford Seminary. In addition, the Exchange Visitor Program establishes long-lasting ties between the U.S. and other countries, resulting in a better understanding of American values and institutions through the exchange of ideas and experiences.

The program optimizes the potential for international scholars, national scholars, and religious leaders to share their knowledge in a mutually beneficial way with Hartford Seminary and the larger community. It also helps to broaden the Professor's knowledge in their area of expertise by utilizing Hartford Seminary's resources.

Potential exchange visitors must complete a J-1 Professor Application. The Dean's Office will coordinate the entire application process. If invited to Hartford Seminary, the Dean's Office will coordinate all pre-arrival tasks, including orientation, housing, health insurance, and visa requirements.

Hartford Seminary does not receive funding directly or indirectly for the sole purpose of furthering international education and cultural exchanges from any of the following:

- U.S. Government or foreign government;
- An international organization which receives funds from the U.S. Government or a foreign government;
- A private institution or organization which receives funds from the U.S. Government or a foreign government.

Participants will not be required to work outside of the original program objective in order to meet expenses. Participants are required to submit documentation of sufficient funding to cover their living expenses with their application.

Potential exchange visitors should meet the following criteria prior to starting the application process:

- Not be a candidate or be placed in a tenure-track position
  - Serving as a visiting professor in a position that is retained by a tenured professor who is on sabbatical is permitted.
- Not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of their new program's commencement;

- Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:
  - The participant is currently in a professor or research scholar program and is transferring to another institution in the United States to continue their current J-1 Program;
  - The participant's prior physical presence in the U.S. on a J-Visa program was less than six months in duration; and
  - The prior participation was as a short-term scholar

### SELECTION PROCEDURE

1. All requests from potential exchange visitors must be submitted to Lorraine Browne (preferably 90 days in advance). The potential exchange visitor will be sent a J-1 Professor Application and J-1 Professor Applicant Fees & Related Information sheet
2. The J-1 Professor Application (along with supplemental documents) must be completed in full and signed by the applicant and returned to President Heidi Hadsell.
3. President Hadsell, in consultation with Dean Uriah Kim, and any other appropriate persons, will review all applications for approval or denial.

All applications will be reviewed by the following criteria:

- a. Eligibility for program participation (applicants must hold a Master's Degree and or Doctorate Degree to apply);
- b. Ensure the program is suitable to the applicant's background, needs, and experience (the applicant's letter of application and CV will be used);
- c. Proof of English Language Proficiency:
  - 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

A copy of your test score must be submitted with your application

- Or signed documentation from an academic institution or English language school
4. All applicants will receive a formal letter from the President informing them of the committee's decision on their application.
    - a. Approved applicants will be sent an invitation letter from the President along with the following documents:
      - i. Form DS-2019
      - ii. Housing Brochure and Housing Application
      - iii. J-1 Professor Pre-Arrival Orientation Document
      - iv. J-1 Professor Fees and Related Information
      - v. Patriot Exchange Program Brochure (Health Insurance)
  5. Denied applicants will be notified by letter from the President.

## PRIORITIES

Foreign scholars, religious leaders, and domestic scholars whose subject supports the mission of Hartford Seminary.

## GUIDELINES

1. Professors are expected to engage primarily in teaching, lecturing, observing or consulting.
2. The Dean's Office will oversee the support needs of the Professor as they deem necessary (i.e., banking, transportation, cultural and social events)
3. Access to use the seminary's library during hours of operation.
4. Shared office space may be offered on an availability basis, but it not a condition of the agreement.
5. A room rental on campus may be offered to individuals if available.
6. Professors arriving with J-2 dependents must secure off-campus housing.
  - a. Dependents are required to reside with the J-1 Professor.
7. Hartford Seminary welcomes Professors from 3 weeks minimum up to 1 year maximum.  
\*Please note: exchange visitors are permitted to stay in the United States up to a maximum of five years in order to complete their program.

## J-1 PROFESSOR GUIDELINES

The Hartford Seminary fee, living expenses, and related expenses are the responsibility of the Professor and/or their financial sponsor and payments must be made as outlined in the document titled: "J-1 Professor Fees and Related Information."