

J-1 RESEARCH SCHOLAR SELECTION PROCESS & GUIDELINES

PURPOSE

The Exchange Visitor Program allows research scholars an opportunity to engage in research, teach, and lecture. The primary activity for research scholars is to conduct research, observe, or consult in connection with a research project. 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 research scholars' knowledge in their area of expertise by using Hartford Seminary's resources for their research.

Potential research scholars must complete a J-1 Research Scholar 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 housing and visa requirements, with the research scholar.

SELECTION PROCEDURE

1. All requests from potential research scholars must be submitted to Lorraine Browne (preferably 90 days in advance). The potential research scholar will be sent a J-1 Research Scholar Application and J-1 Research Scholar Fees and Related Information sheet (both can be downloaded from the seminary's website: www.hartsem.edu).
2. The J-1 Research Scholar Application (along with supplemental documents) must be completed in full and signed by the scholar as well as by any financial sponsoring agency or individual 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 research scholar 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 J-1 Research Scholar Housing Application
 - iii. J-1 Research Scholar Pre-Arrival Orientation Information
 - iv. J-1 Research Scholar Fees and Related Information
- 5. Denied applicants will be notified by letter from the President.

PRIORITIES

Foreign scholars, religious leaders, and domestic scholars from 4 months to one year maximum whose research project supports the mission of Hartford Seminary.

GUIDELINES

1. Research scholars are expected to engage primarily in conducting research.
2. The Dean's Office will oversee the support needs of the research scholar as they deem necessary (i.e., banking, transportation, cultural and social events).
3. All approved research scholars will have 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.
Maximum stay = one year; minimum stay = 4 months
6. Research scholars arriving with J-2 dependents must secure off-campus housing.
 - a. Spouses are required to reside with the J-1 Research Scholar.

J-1 RESEARCH SCHOLAR RULES

The Hartford Seminary Fee and living expenses are the responsibility of the research scholar and/or their financial sponsor and payments must be made as outlined in the document titled: "J-1 Research Scholar Fees and Related Information."