Georgia Southwestern State University (GSW) appreciates your interest in our institution. GSW welcomes visiting international scholars and the contributions your presence and involvement brings to our students, faculty and staff. International faculty and students enrich our campus environment by bringing diverse perspectives and worldviews to the classroom and co-curricular settings.

The following application guidelines are for your consideration when applying to GSW as the site for your academic research, teaching, learning and cultural exchange experience. For additional data about GSW, please visit our website at http://gsw.edu.

Application Process

1. Please contact GSW at least six months before the semester you would like to arrive (January term or August term) with a letter of intent to: The Office of International Programs (OIP) email: sarah.speir@gsw.edu. If you plan to collaborate with a specific GSW faculty member or academic department, please include this information in your letter of intent.

2. Please attach a copy of your curriculum vitae (CV), two letters of recommendation from professors at your current university, and your teaching / research project proposal.

3. The OIP will review your documents and forward them to the appropriate academic dean or department chair for review and recommendation.

4. Upon recommendation, the OIP will contact you to arrange a skype conversational interview to assess your level of English language proficiency, which is required by the U.S. Department of State for an institution to issue a J-1 exchange visitor’s visa - the DS-2019.

5. Upon notification of acceptance as a visiting scholar to GSW, applicants must complete and submit the documents listed below to the OIP. (Note: Visiting scholars who apply through the CHEPD Program will be handled by CCIEE.)

Required Documents Once Accepted

1. **Completed DS2019 Request Form.** You will receive this form as an attachment to be completed and returned. **Please indicate your intended arrival and departure dates.** Due to our location from the Atlanta Jackson International Airport, please schedule your flight to arrive no later than 3pm. You are required to enter the United States within 30 days of the arrival date listed on the DS2019 form. If your plans change, notify us immediately. We request that the dates of your stay at GSW are the same as GSW’s academic calendar found at http://gsw.edu/Calendars/Academic-Calendar/index.
2. **Clear copy of the biographical page of your passport (that contains your photo).** Your passport must be valid for travel to the United States at 6 months beyond your date of arrival. (jpg or PDF file is sufficient).

3. **Proof of sufficient funds.** Documents must be certified and original on government, university, or bank letterhead stationery with original signatures and stamps. All monetary amounts must be indicated in U.S. dollars. Living expenses per year are estimated to be $16,600 which include the cost of mandatory health insurance.

<table>
<thead>
<tr>
<th>On-Campus Apartment ($375 / month)</th>
<th>$6,960</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food, Transportation, Miscellaneous</td>
<td>$10,800</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$857</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$16,600</td>
</tr>
</tbody>
</table>

Please send required documents as electronic email attachments to the Office of International Programs three months prior to expected arrival in the United States. The OIP will process your DS-2019 form (Certificate of Eligibility) and send to you as soon as possible. **Do not make the appointment for your J-visa interview until you receive the DS-2019 form.**

**Required Fees and Expenses**

Upon your arrival to GSW (Georgia Southwestern State University), you need to have funds available to pay for the following:

1. An administrative fee of $200 per semester or $400 for one academic year is required and can be paid to **Student Accounts** upon arrival.

2. **Comprehensive Health Insurance** is mandatory for all international students and scholars through a provider designated by the University System of Georgia. This cost is approximately $857 for twelve (12) months and may also be purchased for one semester (fall $370: Aug. 1 - Dec. 31) / spring: $511 (Jan. 1 - July 31).

3. **Round-trip airline ticket** and any funds for travel while in the United States. The OIP (Office of International Programs) will assist with picking you up from either the Atlanta International Airport or in Columbus, GA at the Groome Shuttle service (http://groometransportation.com/). You will be met there by GSW personnel. Columbus is approximately 1.25 hours from Americus. **Prior to purchasing your airline ticket, the OIP needs to approve your selected date of arrival.**

4. Scholars are housed in **campus housing** and rates include utilities and basic needs, such as furniture, linens, basic kitchen items, and high speed internet. Apartments include a kitchen, though scholars may also choose to buy a meal plan which would allow the scholar to eat in the campus dining hall. Accommodations will be discussed during the Skype interview, and arrangements will be made prior to your arrival. Note: You must inform the OIP immediately if you change your address (residence) and provide the new address information in order to stay in compliance with your visa status.

5. All other personal expenses including meals.

**Office of International Programs / Tel: (1) + 229-931-4627 / Email: sarah.speir@gsw.edu / 101 ACE Building**
6. Books and research materials

**GSW Provisions for the Visiting Scholar**

- Orientation sessions on US culture and higher education
- Introduction to the university
- Introduction to the community and assistance with setting up bank accounts, etc.
- Faculty mentor from the scholar’s school or department
- Access to GSW courses without fees, pending approval of instructor and including English language courses
- Office space with computer
- Administrative and technical support
- GSW identification number and a GSW faculty ID card
- GSW email account
- Full GSW Library access
- Access to campus facilities such as the fitness center
- Inclusion in faculty events, activities, and meetings
- Inclusion in activities offered by the English Language Institute and the International Student Association
- Completion certificate at end of program

**GSW School/Department Expectations of Visiting Scholars**

- Keep your faculty mentor updated on your activities and attend school and departmental meetings and events
- Attend at least one upper division course offered by the school or department and attend ELI UNIV 1000 course
- Collaborate with school or department faculty on research or teaching project
- Be available to speak to classes or other groups as requested
- Provide a monthly report of activities to the Office of International Programs and your faculty mentor

**Program Expectations**

- Completion of the GSW evaluation form at the end of the scholar’s program
- Exit interview
- Limited independent travel during the program period, except during periods when GSW is not in session
- Attendance at meetings and events during GSW Southwestern Week prior to the beginning of fall semester, if applicable
- All scholars should familiarize themselves with the policies and laws on sexual harassment in the U.S. (This information will be provided to scholars during orientation). Scholars are not permitted to date students or employees of the University and are expected to comport themselves professionally in all interactions with campus and community members.
J-1 Visa

You will come to the United States on a J-1 visa. For additional information about this type of visa and the necessary documents for your interview, consult the following websites:

- The website of the U.S. Embassy in your country
- [http://j1visa.state.gov/participants/common-questions/](http://j1visa.state.gov/participants/common-questions/)
- [http://www.usg.edu/international_education/faculty_administrators/j1_exchange_visitor](http://www.usg.edu/international_education/faculty_administrators/j1_exchange_visitor)

Thank you again for your interest in Georgia Southwestern State University. If you have any questions not answered in this handbook, please contact The Office of International Programs at sarah.speir@gsu.edu.