1. **PROGRAM OVERVIEW:**

Valencia College is now a sponsor of the Department of State’s Exchange Visitor Program. This is an academic program that fosters mutual educational and cultural exchanges between the United States and other countries around the globe. The program is intended for foreign students, scholars, or professors who are already studying or working at an overseas educational institution and wish to study and/or work in the United States to complement their academic studies or professional career. Valencia has been designated by the U.S. Department of State as a program sponsor in the following categories: student, student intern, short-term scholar, specialist, and professor.

The purpose of participating in an international exchange program is to share knowledge, information, and ideas with an overseas institution or within Valencia. This can be in the form of observations, job shadows, and guest lectures, as it relates to methodology, curriculum design, technology, or best practices. An additional outcome of these exchanges is to gain a greater understanding and appreciation for another country and culture. Project types can be any of the following:

* Valencia faculty or staff visit an overseas educational partner (one-way exchange).
* A faculty or staff of the overseas institution comes to Valencia (one-way exchange; a written Memorandum of Understanding is required).
* Both of the above occur as a reciprocal exchange.

1. **PROGRAM REQUIREMENTS:**
2. As part of the requirements to participate in an exchange program, the Valencia faculty or staff member is asked to describe the purpose of the exchange and to identify specific program outcomes. These outcomes should contribute to one or more of the six goals of the *Strategic Plan for International Education*:
3. **Review and Enhance (Internationalize) the Curricula:** Review and enhance the curriculum with global concepts in your discipline to prepare students to be competent global citizens in the 21st century with the necessary knowledge, abilities, and opportunities to thrive in an ever-increasing, interdependent world. Defined broadly, the “curriculum” is the blue print through which student learning takes place which can be both “in course” and “co-curricular” learning.
4. **Increase Short-Term Study Abroad Experiences:** Create a short-term study abroad experience to the destination country for a course that you are credentialed to teach.
5. **Increase Semester Study Abroad Experiences:** Identify third-party providers to promote semester study abroad to our students. Identify scholarship funding opportunities.
6. **Increase Student, Scholar, and Faculty Exchange Opportunities:** Identify overseas institutions that we can work with to create student, scholar, and faculty exchanges.
7. **Increase International Student Enrollment:** Identify overseas institutions that we can work with to promote Valencia and increase international student enrollment.
8. **Integrate International Students into the College and Local Community:** Create opportunities to enhance international and domestic student integration.
9. Participation in an exchange program also involves sharing the international exchange experience with peers. This can be done by presenting at Valencia’s Learning Day, presenting at any one of the international conferences (CCID, ACTFL, FCIE, etc.), or coordinating a day/time to present at your campus.
10. **PROGRAM FUNDING:**

You should identify your funding sources prior to submitting your program proposal. Funding for your program can be from any of the following sources listed below to cover your work obligations, air and ground transportation, meals, entrance fees, medical/trip insurance, and any other anticipated expenses. Funding sources include:

* Valencia salary and/or stipends
* Campus SPD funds
* Personal SPD funds
* Endowed Chair through Valencia Foundation
* International Education budget
* SAGE budget
* Overseas institution
* Personal funds

If you are applying for a reciprocal exchange, be sure to include any salary or stipend payments that you would like Valencia to consider covering for the Exchange Visitor. An Exchange Visitor may apply to be hired temporarily by the College, but he or she must go through the regular application process. Once hired, the Exchange Visitor should complete the *J Exchange Visitor Application Packet*. An Exchange Visitor may also provide paid contractual services for the College. He or she must go through the regular business vendor process with Procurement. Valencia will not pay for air or ground transportation, meals, or accommodations for an Exchange Visitor.

Homestay arrangements are encouraged for reciprocal programs to decrease the costs of the program.

1. **HOSTING AN EXCHANGE VISITOR:**

If you are intending on participating in a reciprocal exchange program or receiving an Exchange Visitor, it is important to know that hosting a visitor can be very time-consuming, so you must factor that into your workload. The incoming Exchange Visitor must have similar work experience to you for program approval.

All Exchange Visitors must complete the *J Exchange Visitor Application Packet* to enter the country on a J visa. You can find the forms and instructions on this process at the following website: [http://valenciacollege.edu/ international/exchange/professor/](http://valenciacollege.edu/%20international/exchange/professor/). The Exchange Visitor will have to choose the designation upon which he or she will enter the U.S. (professor, short-term scholar, or specialist). Designations vary by program duration and have restrictions attached to them, so be sure that the Exchange Visitor reviews the website carefully. Speak to the SAGE office if you have any questions. Visa applications can take several months to process, so be sure that the Exchange Visitor has sufficient time to prepare.

Please note that your department will be responsible for the following if you agree to host an Exchange Visitor:

***Prior to Arrival:***

* Ensure that the Exchange Visitor completes the *J Exchange Visitor Application Packet* and submits this along with the required paperwork to the SAGE office.
* Designate a primary contact person in the department. Provide his or her phone number and email address to facilitate communication and help make arrangements for the Exchange Visitor.
* Help coordinate accommodation needs for the Exchange Visitor. Be sure that he or she understands that a rental car may be necessary.
* Ensure that the Exchange Visitor has received specific information about the department, as well as projects and responsibilities. Create a written letter of agreement with all projects and responsibilities assigned.
* Locate and reserve an office and/ or laboratory space for the Exchange Visitor (if needed), along with the use of computer, email and library access. Arrange for administrative and other essential support if applicable.
* Coordinate with Human Resources if the Exchange Visitor will be hired as an employee or Procurement if he or she will be provided paid services.

***Upon Arrival:***

* Ensure that the Exchange Visitor reports to the RO/ARO upon arrival to Valencia for verification of all immigration documents.
* Contact the RO/ARO if the Exchange Visitor: (1) is delayed in arriving to Valencia; (2) is planning on leaving the U.S. for a brief period; (3) has left the country prior to the program end date; or (4) has completed his or her work with the department and will be departing the country permanently.
* Coordinate attendance to a variety of events to help the Exchange Visitor assimilate to the U.S. and college culture.
* Coordinate opportunities for the Exchange Visitor to share cultural, social, and/or professional information with colleagues and/or students.
* Contact the RO/ARO 45 days prior to the completion of an Exchange Visitor’s program if the department wishes to request an extension of stay. A new DS-2019 request form along with supporting documents must be submitted.

1. **HOW TO APPLY FOR AN INTERNATIONAL PROGRAM:**
2. Complete the *SAGE Intent to Travel Form*. Obtain your dean and campus president signatures.
3. Identify your funding sources and obtain funding approval.
4. Complete the *Faculty-Staff International Program Proposal* and obtain your dean and campus president signatures.
5. Submit the final proposal form to the SAGE office.
6. If this will be a reciprocal exchange, there may be additional paperwork to complete from the overseas institution. The Exchange Visitor must complete the *J Exchange Visitor Application Packet.* See section IV above for additional requirements.

***If Approved:***

1. Contact the SAGE office to coordinate the purchase of your airline ticket and medical/trip insurance.
2. Make your accommodations and ground transportation arrangements.
3. If you are doing a site visit to an overseas institution, you will need to complete the *SAGE Site Visit Questionnaire for Overseas Colleges.*
4. Complete the *Emergency Contact Form for International Travel* and send it to the SAGE office with two copies of your passport.
5. Receive the *Emergency Plan for International Travel* from the SAGE office and review it carefully.
6. Have your department complete the *International Authorization to Travel* form.

***When You Return:***

1. Have your department complete the *International Per Diem* form.
2. Include the SAGE office on the invitation to colleagues to share your experience (if applicable).
3. Submit a copy of your final curricula project to the SAGE office (if applicable).
4. Complete the *Faculty-Staff International Program Evaluation Survey* to the SAGE office (if applicable).