

June 05, 2006

Dear Deans, Department Chairs, and College and Department Support Staff,

With each impending academic year, I would like to remind those of you who have or who will be inviting Exchange Visitors (**J-1 visa**) to campus of the current university policy. Please see the current policy at: <http://www.humboldt.edu/~aavp/internlfac.htm>

It is imperative that these procedures are followed to enable Humboldt State University to continue to take part in the SEVIS (Student and Exchange Visitor Information Services) Program and continue inviting non-immigrant Exchange Visitors to campus for a culturally beneficial exchange between HSU students, staff, faculty, and community of Humboldt County.

Please note: there is a newly required process of exchange visitors taking part in activities, especially if they are receiving payment for said activities, outside of their sponsoring institution. Written authorization must be given/obtained authorizing said activities.

Separately, the Administrative Memo **VPAA 03-04** remains the current policy with regards to newly hired non-immigrant probationary faculty members (**H-1b visa**). Please review this policy at: <http://www.humboldt.edu/~aavp/AdminMemo/AdminMemo0304.htm>

Please share this information with your colleagues to ensure a proper and effective process when inviting Exchange Visitors to campus and/or providing information to our newly hired non-immigrant probationary faculty members.

Thank you!

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