**USDA Forest Service International Visitor Program**

**J-1 Exchange Visitor Host Responsibilities**

|  |  |  |
| --- | --- | --- |
| Name of Visitor:  (*Please make sure name matches passport)* | Name of Host: | Dates of Visit: |

1. **English Language Proficiency Verification:**

**As per the US Code of Federal Regulations (22CFR§62.10(a)(2)) guidance for Program Administration of the U.S. Department of State Exchange Visitor Program updated January 5, 2015,** regarding the *Selection of exchange visitors*: Sponsors must establish and utilize a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that:

(1) The program is suitable to the exchange visitor’s background, needs, and experience; and

**(2) The exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis. A sponsor must verify an applicant’s English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.**

**To be completed by USDA/ARS Host:**

I certify that the exchange visitor named above possesses sufficient proficiency in the English language to (1) successfully participate in this program and (2) function on a day-to-day basis. This has been verified by (*please select at least one screening method used)*:

1. **[ ] Recognized English language test**

* TOEFL
* IELTS
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Please include test results with application packet.)*

1. **[ ] Copy of diploma/degree from undergraduate or graduate level academic institution where a full program of study was completed in English.**

* Name of institution or school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*please include copy of diploma with application packet)*

1. **[ ] Through a documented interview (recommended time of no less than 20 minutes) conducted by an English speaker with native proficiency, either in person or by videoconferencing, or by telephone if videoconferencing is not a viable option. Please evaluate their level of English proficiency in the following categories:**

**Technical Skills:**

* Sufficient to meet professional and program goals and to function effectively in the workplace
* Insufficient for meeting professional and program goals and for functioning effectively in the workplace

**Daily Use:**

* Sufficient to function effectively in the community (including, but not limited to: handling an emergency, communicating with customer service personnel, interacting with law enforcement officials, leasing an apartment, shopping, etc.)
* Insufficient to function effectively in the community

Name of Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Host:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of Interview:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Local Orientation**

As a USDA Host of a J-1 exchange visitor, I agree to provide a thorough local orientation. This will include, but not be limited to, the following topics:

* Overview of office and partners
* Administrative details such as ID cards and computer access
* Training on policies, procedures and safety & emergency protocols
* Information on local resources: housing, banking, transportation, shopping and medical facilities
* Workplace expectations: work hours, time off (federal holidays and leave), office communication
* Overview of USDA and Agency policies related to ethics, intellectual property rights, security, financial management, workplace norms, travel, and etc.

1. **Cultural Exchange**

I understand that as a USDA program host, it is my responsibility to ensure that my visitor receives a balanced educational and cultural experience.

By signing this form, I agree to uphold my responsibilities as a J-1 Exchange Visitor Host and to provide the required program progress and completion reports to evaluate the exchange program.

**Host Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Host Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**