

J-1 RESEARCH SCHOLAR SELECTION PROCESS & GUIDELINES

PURPOSE

The Exchange Visitor Program promotes the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries. The primary activities 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 Scholar's knowledge in their area of expertise by utilizing Hartford Seminary's resources.

Potential exchange visitors 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 orientation, housing, health insurance, and visa requirements.

Hartford Seminary does not receive funding directly or indirectly for the sole purpose of furthering international education and cultural exchanges from any of the following:

- U.S. Government or foreign government;
- An international organization which receives funds from the U.S. Government or a foreign government;
- A private institution or organization which receives funds from the U.S. Government or a foreign government.

Participants will not be required to work outside of the original program objective in order to meet expenses. Participants are required to submit documentation of sufficient funding to cover their living expenses with their application.

SELECTION PROCEDURE

1. All requests from potential exchange visitors must be submitted to Lorraine Browne (preferably 90 days in advance). The potential exchange visitor will be sent a J-1 Research Application and J-1 Research Scholar Applicant Fees & Related Information sheet
2. The J-1 Research Scholar Application (along with supplemental documents) must be completed in full and signed by the applicant and returned to President Heidi Hadsell.
3. President Hadsell, in consultation with other appropriate persons, will review all applications for approval or denial.

All applications will be reviewed by the following criteria:



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- 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 Housing Application
 - iii. J-1 Research Scholar Pre-Arrival Orientation Document
 - iv. J-1 Research Scholar Fees and Related Information
 - v. Patriot Exchange Program Brochure (Health Insurance)
 5. Denied applicants will be notified by letter from the President.

PRIORITIES

Foreign scholars, religious leaders, and domestic scholars whose subject supports the mission of Hartford Seminary.

GUIDELINES

1. Research Scholars are expected to engage primarily in research, observing, or consulting in connection with a research project
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. Access to use the seminary’s library during hours of operation.
4. Shared office space may be offered if available, but it not a condition of the agreement.
5. A room rental on campus may be offered to individuals if available.
6. Research Scholars arriving with J-2 dependents must secure off-campus housing.
 - a. Dependents are required to reside with the J-1 Research Scholar.
7. Hartford Seminary welcomes Research Scholar from 3 weeks minimum up to 1 year maximum.
 - *Please note: exchange visitors are permitted to stay in the United States up to a maximum of five years in order to complete their program.



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The Hartford Seminary fee, living expenses, and related 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.”