Faculty Process to Host an International Visitor
(non-paid appointment)

- Complete the College of Engineering request form (sections 1—9)
  - Your department liaison should be able to help you obtain the necessary approvals (for sections 11 & 12).
- Purdue is required to screen prospective J-1 scholars to ensure that they are sufficiently proficient in English to participate in the proposed program, as well as function in the community. English proficiency can be confirmed any of the following ways:
  - Confirmation of English ability form
  - Copy of diploma (if received from an institution in the U.S., or official English-speaking country/location)
  - English language test (TOEFL/IELTS) that meets minimum scores
- Obtain most recent copy of visitor’s CV/resume with current e-mail address
- Provide request form, confirmation of English ability, and CV/resume to your department liaison or directly to coevisa@purdue.edu

Timeline

The overall J-1 visa process can take up to three months; this includes Purdue’s processing time, visa appointment wait time at the Consulate/Embassy, and travel time to the U.S.

At the time our office receives a request, the restricted party screening is initiated. An e-mail is sent from issec@purdue.edu containing instructions and a link to access e-forms related to the request for invitation letter. Both the visitor and faculty host are required to complete/submit separate e-forms. Once the e-forms have been submitted, if additional review is not required, the screening will be completed within five business days. Once the screening is approved, our office will send the invitation letter with additional instructions to the visitor within two business days. When the visitor has provided all of the necessary materials, the application for the DS2019 (and DS7002, if applicable) will be completed by ISS within five business days.

Department Liaisons

Aeronautics & Astronautics
Audrey Sherwood

Agricultural & Biological Engineering
Dan Taylor

Biomedical Engineering
Michelle Roe

Chemical Engineering
Joshua Gonzalez

Civil Engineering
Carmen Turner

Construction & Engineering Management
LeAnne Williams

Electrical & Computer Engineering
Kendra Hodges

Engineering Administration
Michelle Roe

Engineering Education
Cindey Hays

Environmental & Ecological Engineering
Jill Wable

Global Engineering
Tami Sells

Industrial Engineering
Leza Dellinger

Materials Engineering
Lisa Stacey

Mechanical Engineering
Jackie Baumgardt

Nuclear Engineering
Kellie Reece