**J-1 Exchange Visitor Interview Request Form**

The English Language Center at UW can provide interviews for English proficiency in support of J-1 visiting scholars and researchers at the University of Wyoming. The cost is $40 and can be paid by either the sponsoring department or the prospective exchange visitor. Payment can be made internationally through [www.flywire.com/pay/uwyoelc](http://www.flywire.com/pay/uwyoelc) or locally on the ELC website\_[www.uwyo.edu/elc/](http://www.uwyo.edu/elc/). To arrange an interview:

1. Complete this form and return with DS-2019 packet if other acceptable proof of English proficiency is not available.

2. ISS will work with the ELC who will contact the prospective exchange visitor to arrange an interview.

3. The interview will be recorded using Zoom. If the sponsoring department wishes to be present at the interview this can be arranged. Access to the recording can also be granted after the interview.

4. The ELC will email the results of the interview to both the sponsoring department and International Students and Scholars staff. The ELC will retain a complete file on the interview for potential documentation questions.

5. The ELC will email the prospective exchange visitor with results of the interview and information on who will contact him/her for the next steps of the process.

**Exchange Visitor (EV) Information**

Given Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prospective Exchange Visitor’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EV’s Home Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intended Dates of the Visit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sponsoring Department Information**

UW Sponsoring Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Faculty Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you wish to have a representative present at the interview? \_\_\_\_YES \_\_\_\_NO

Do you wish to review the interview before results are released? \_\_\_\_YES \_\_\_\_NO

**Process Questions? Please Contact:** **Interview Questions? Please contact:**

Maria Almendares or Jill Johnson, ISS Riki Suess, Director, English Language Center UWGlobal@uwyo.edu/307-766-5193 elc@uwyo.edu/ 307-766-3630