

Announcement About Updated Exchange Visitor Program Process

December 15, 2025

Colleagues:

I'm pleased to announce an updated process for requesting approval for Exchange Visitor Program visitors (EVP; previously known as the J-1 visitor program) hosted by our faculty and providing a supportive framework for these visitors once they arrive at Northeastern. These visitors are an important and valued part of our research and scholarship endeavors and promote our institutional goal of global engagement.

For the purposes of this process, EVP visitors include:

- Visiting Students at all levels (Bachelor's, Master's or Doctoral) (Note: Full-time enrolled international students on student exchange programs do not fall under this process)
- Visiting Scholars (those with doctoral degrees who hold non-faculty positions at other academic institutions or positions at other non-academic institutions, agencies or companies)
- Visiting Faculty (those who hold a faculty position at another institution)

This initiative enhances our alignment with the U.S. Department of State vision for the EVP visitors. The goals of this process are to: promote transparency in meeting the objectives of the EVP as well as the review workflow, enhance process efficiencies, and assure that all EVP visitors are appropriately integrated into the U.S. cultural experience and the university.

A description of the EVP process as well as links to relevant forms can be found at the [Exchange Visitor Process](#) website, which is accessible to all those with a Northeastern email address.

The foundational document for completing the EVP process is the unified intake proposal and routing form for all EVP visitors. This document includes the following important components:

- 1) Information to be provided by the sponsoring faculty member including details regarding the anticipated arrangements for the EVP visitor during their experience here. This includes a description of the planned research and other academic activities, recommended hourly pay levels for paid appointments, and standard weekly hours recommendations;
- 2) Sign-off by the associated unit head and dean's office; and
- 3) A review by the sponsoring faculty's HRM key contact to verify English language proficiency for EVP visiting students and scholars designed to promote their successful integration into the university and surrounding communities and success in meeting their EVP goals, as well as restricted party screening and any other steps related to HRM. Visiting students and scholars without TOEFL or IELTS scores will have their English language skills assessed by a

third-party contractor. This process is administered through each college's HRM key contact.

Process for approval:

- 1) **Please submit the routing form to Eric Yeakel, Associate Director, Network Academic Operations, via email (e.yeakel@northeastern.edu).** Review of the submission will be conducted by a University Visitor Oversight Committee. The committee members are Debra L. Franko, Senior Vice Provost for Academic Affairs (committee chair); Tom Sheahan, Executive Vice Provost; Sandra Torres, Senior Counsel and Chief Advisor – Global; Rachel Hollabaugh, Associate Director of Comprehensive Advising, Office of Global Services; Rashmi Dyal-Chand, Vice Provost for Academic and Faculty Administration; and Eric Yeakel, Associate Director, Network Academic Operations. The goal of this committee is to provide consistency in approvals and identify potential university-wide trends to enhance the process and EVP visitor experience.
- 2) Upon approval of the EVP visitor, the process for obtaining issuance of the DS-2019 visa sponsorship documentation from the Office of Global Services will be followed, as is the current practice.
- 3) Offer letter templates for Visiting Students (paid or unpaid) and Visiting Scholars and Faculty (paid or unpaid) are now available for use by HRM key contacts.

Please note that EVP visiting students will be required to register for a zero-credit hour, non-billable course at the appropriate level so that they are entered into our student system and have access to university facilities and systems that support students without requiring separate administrative sponsorship. This information is provided in the Visiting Student offer letter.

We hope this process will lead to consistent and transparent requirements for hosting visitors and provide timely decisions on those requests.