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| **California State University Northridge ● J-1 Exchange Visitor Program** **Visa Sponsorship Request Form – PAID SCHOLARS** |

The Exchange Visitor Program, administered by the U.S. Department of State allows the University to use the J-1 Exchange Visitor visa status to invite or employ foreign professors, research scholars, and short-term scholars in the United States temporarily.

**The University is required to:**

* Screen and select qualified foreign nationals to carry out exchange initiatives;
* Monitor the visitor’s stay while in the United States and assist with any issues that may occur;
* Ensure that the foreign national is successfully carrying out the responsibilities for which entry to the United States was granted;
* Ensure that exchange visitors are involved in cross-cultural programs where they can learn about the United States and its people;
* Maintain SEVIS records;
* Ensure that the exchange participants and his/her dependents, if any, are covered by health insurance; and
* Ensure that exchange visitors have sufficient finances to participate in the program and to support their spouse and dependents, if any.

CSUN faculty requesting visa sponsorship for a visitor are required to comply with university guidelines and serve as hosts through the duration of the visitor’s stay.

**Social Security Number (SSN)**

A Social Security Number (SSN) is a 9-digit number issued to U.S. citizens, permanent residents and temporary (working) non-residents (e.g.,) by the Social Security Administration (SSA). Its primary purpose is to track individuals for taxation purposes; it is not intended to be used for identification purposes.

As paid J-1 research scholar, a Social Security Number (SSN) is required for your employment at California State University, Northridge. If you do not currently possess an SSN it may take up to six weeks to obtain one. Visiting scholars arriving without an SSN must be able to provide proof of financial support for the first two months of their visit, at least $2000 per month for living expenses. Beginning January 1, 2023, scholars will need to provide at least $2500 per month for living expenses. Please plan accordingly.

* The application for an SSN is always free of charge.
* The Social Security Administration does not accept photocopies or notarized copies of documents. SSA will verify the documents with the U.S. Department of Homeland Security (DHS) before assigning the SSN.
* An SSN card will be issued within about two weeks of receiving certification from DHS. In most cases, the SSA can quickly verify the documents online.

**J-1 Scholars**
All Exchange Visitors in the research scholar, professor, and short-term scholar categories are eligible to apply for a Social Security Number (SSN) by right of their J-1 status. J-1 Exchange Visitors are *not*required to obtain a job offer letter or an SSN eligibility letter, the J-1 invitation letter fulfills these requirements. After the J-1 scholar completes the check-in process with Faculty Affairs, scholars must contact their [local Social Security Administration (SSA) office](https://secure.ssa.gov/ICON/) to schedule an in-person appointment. Scholars must provide the following **original** documents to the SSA when requested:

* CSUN J-1 invitation letter
* Completed [Form SS-5](http://www.ssa.gov/online/ss-5.pdf)
* Passport with J-1 visa
* Most recent [I-94 admission record](https://i94.cbp.dhs.gov/I94/#/home)
* CSUN DS-2019

**The Faculty Host is responsible for:**

* Screening and selecting qualified foreign nationals to carry out exchange initiatives;
* Submitting a Request Form to Faculty Affairs at least 4 months prior to the visitor planned arrival date;
* Monitoring the visitor throughout the stay and reporting any issues or changes to Faculty Affairs;
* Ensuring that the foreign national is successfully carrying out the responsibilities for which entry to the United States was granted;
* Documenting and reporting all of the cultural exchange activities to which the visitor participated;
* Verifying that the visitor is proficient in the English language and requesting the required TOEFL score;
* Ensuring that the visitor has the appropriate insurance per the government regulations; and
* Ensuring that exchange visitor has sufficient finances to participate in the program and to support his/her spouse and dependents, if any.

By signing, I acknowledge my responsibilities and understand that if I do not comply with university guidelines, the visa sponsorship of my visitor(s) may be rescinded and my college will have to pay for the travel expenses for them to return to their country. I may also lose my privilege to invite future international visitors.

**Faculty Host Signature**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faculty Host:** Click or tap here to enter text.

**Title:** Click or tap here to enter text. **Mail Code:** Click or tap here to enter text.

**Email:** Click or tap here to enter text. **Phone:** Click or tap here to enter text.

**Department/Program:** Click or tap here to enter text. **College:** Click or tap here to enter text.

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| **SECTION ONE: Purpose and Duration of the Visit** |

**Purpose of the Visit:**The Exchange Visitor Program is intended to promote mutual understanding between the people of the United States and the people of other countries by educational and cultural exchanges. In particular, the exchange of professors and research scholars is intended to promote the exchange of ideas, research, mutual enrichment and linkages between research and academic institutions in the United States and foreign countries. **The main purpose of the Exchange Visitor Program is to foster global understanding through educational and cultural exchanges.** All exchange visitors are expected to return to their home country upon completion of their program in order to share their exchange experiences.

**Screening and Selection of Program Participants:**

Sponsors devise a method and criteria for selecting participants for their programs. All sponsors, regardless of category, are required to determine 1) the suitability of their program for prospective participants; and 2) that participants have sufficient proficiency in the English language to participate in their programs. In addition, specific regulations pertaining to program categories may define other criteria. Please consult the regulations for each category for details on the specific screening requirements [22 CFR 62.10(a)].

**Dates of the Proposed Visit:**

The planned dates of the visit should only reflect the appointment time the visitor will be at CSUN.

**Arrival Date:** Click or tap to enter a date.

**Departure Date:** Click or tap to enter a date.

**Important Considerations:**

* Please allow at least **four (4) months** prior to the planned start date of the visit in order for the Visiting Scholar to get an appointment with the Consulate.
* CSUN is required to report to the Department of Homeland Security (DHS) when a J-1 scholar does not arrive at California State University Northridge within 30 days of their program start date, as listed on their DS-2019. CSUN must terminate the DS-2019 and the visiting scholar would not be eligible for a J-1 visa nor entry into the U.S. with J-1 Status. A visiting scholar should NOT attempt to enter the U.S. more than 30 days after the start date on the DS-2019; they will most likely be turned away at the border.
* If the visiting scholar is unable to arrive to the CSUN to start your program within the 30-day window or they have decided not to pursue the J-1 exchange visitor program at the present time, please notify CSUN immediately. We must either notify DHS and cancel your request for a J-1 visa with the University or issue the visiting scholar a new form with a later start date. This also applies to those who are transferring to CSUN from another J-1 program. Failure to notify CSUN of your inability to or decision not to enter the U.S. within 30 days of your program start date could jeopardize the visiting scholar’s current immigration status as well as your ability to pursue future visa applications.
* CSUN will change the arrival date once and issue a second DS-2019. If the visiting scholar cannot arrive within 30 days of the new arrival date, CSUN will terminate their DS-2019 and the visiting scholar would not be eligible for a J-1 Visa nor entry into the U.S. in J-1 Status.
* The faculty requesting the visa will have to resubmit a request.

*Please IMMEDIATELY notify the Office of Faculty Affairs if you know that the visiting scholar will not be able to meet the start date, as indicated on their DS-2019 form and appointment letter.*

**The Purpose of the Visit:**

**Please indicate how the relationship with the visiting scholar was established:**

[ ]  Referral

[ ]  Faculty Host Invitation

[ ]  Visiting Scholar Request

[ ]  Recruitment

**Attach relevant communication with exchange visitor.**

1. Proposed Visa category:
[ ]  **Research Scholar**: A foreign national whose primary purpose is conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited academic institutions, or similar types of institutions.
A research scholar also may teach or lecture where authorized by the sponsor. (Max. 5 years)

[ ]  **Professor** (reserved for specific cases): A foreign national whose primary purpose is teaching, lecturing, observing, or consulting at post-secondary accredited academic institutions, museums, libraries, or similar types of institutions. A professor also may conduct research where authorized by the sponsor

Proposed job title for scholar: Click or tap here to enter text.

(**TUC categories**: Post-Doctoral Fellow or Researcher)

1. What about the expertise of this individual justifies inviting this visiting scholar? How does his/her work and scholarly accomplishments add to the department’s and/or college’s instructional and research strengths*? Please include a CV with this request form.*

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1. What are the specific research and/or instructionally-related assignments for the visiting scholar during his/her stay? Please provide a detailed, non-technical description of the responsibilities and job duties.

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1. Please indicate what specific cultural programs/activities will be incorporated to the visitor’s experience while in the U.S. (Some examples of cultural programs and activities could be attending lectures by U.S. scholars/faculty/students; providing lectures to U.S. faculty/staff/students; attend performances which expose visitors to the U.S. culture; and other activities that promote cultural exchange.)

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| **SECTION TWO – Export Control - Scholar Screening**  |

Export includes the transfer of communication (either oral or written) of restricted data or technology to a foreign national within the United States – including by means of lectures, seminars, presentations and publications. The consequences of violating export control laws can be quite severe, ranging from loss of research contracts, to money penalties, to jail time for the individual violating these regulations. For these reasons, it is important for all personnel involved in sponsored programs activities to be aware of obligations under the export control laws. For more information, please visit the following: <https://www.trade.gov/us-export-controls>

**Export Administration Regulations (EAR):**

Title 15, sections 730-774 of the Code of Federal Regulations (CFR) are promulgated and implemented by the Department of Commerce. The EAR regulates the export of goods and services identified on the Commodity Control List (CCL), Title 15 CFR section 774, Supp. 1. The complete text of the EAR and CCL are available online at <https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear>.

**International Traffic in Arms Regulations (ITAR):**

22 CFR sections 120-130, are promulgated and implemented by the Department of State and regulate defense articles and services and related technical data that are identified on the Munitions Control List (MCL), 22 CFR S 121.1. Complete versions of the ITAR and MCL are available online at: <https://www.pmddtc.state.gov/ddtc_public>, Gov't Printing Office site: <https://www.gpo.gov/> and at the Website for the Federation of American Scientists: <https://fas.org/about-fas/>.

The following questions must be answered by the Faculty Host/Supervisor:

1. Are there any personnel restrictions for this project based on nationality? [ ]  Yes [ ]  No
2. Are there any publication restrictions on the output of this research? [ ]  Yes [ ]  No
3. Will the beneficiary be provided access to any of the following:
	1. Technology or information marked export-controlled? [ ]  Yes [ ]  No
	2. Sponsor or third-party proprietary or confidential materials, information, or software?

 [ ]  Yes [ ]  No

* 1. Encryption source code? [ ]  Yes [ ]  No
	2. Equipment or information specifically designed or developed for military or space applications? [ ]  Yes [ ]  No
1. If you answered “yes” to any of the questions above, please summarize the nature of the work to be performed in relation to the questions above:

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| **SECTION THREE – Housing, Financial Support, & Benefits** |

**Housing Arrangements:**

While the sponsoring college/department may not be providing housing for the visiting scholar (who may, for example, have those arrangements covered by their home institution, by personal funds, or the like), it is important that the sponsoring CSUN department/college check to ensure that housing arrangements are in place (so that the visiting scholar does not arrive with mistaken expectations and/or no housing arrangements in place).

**Funding:**

Please provide a budget for the planned visit, and indicate the dollar amount for each item to be provided. The budget should include all committed resources. Though necessary expenses may vary from one visitor to another, typical budget items include the following: compensation (if any) for the visiting scholar/instructor; general office-expense or lab-funding allowance; office and/or lab space; office and/or lab equipment; library access; access to designated campus facilities (e.g., CSUN Recreation Center); student and/or teaching assistant/s; and housing and living expenses. If there are specific expenditures involved (beyond allocation of resources – office, existing equipment, etc.), please indicate the sources of the funding, e.g., general fund, Trust, University Corporation grant, and/or grants held by the visiting scholar or made by his/her home institution.

NOTE: If the grant funding is managed by The University Corp (TUC), please include the project ID and account number. The University Corp. will verify that appropriate funds are available.

**Sources of Financial Support:**

Minimum salary requirements: Visiting scholars are hired and classified as exempt employees, and thus, salary requirement must meet the California minimum wage for exempt. As of January 1, 2022, California exempt minimum is $62,400. Beginning January 1, 2023, California exempt minimum will be $64,480. Please plan accordingly.

**Please note that the amounts below must be exact as they will be used for the visiting scholar’s invitation letter which is our contractual agreement with them for their stay.**

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| Funding Source | Amountper month(USD) | # ofMonths | TotalAmount |
| **CSUN** General FundAccount # Click or tap here to enter text. | $  |  | $ |
| **The University Corp**Account # Click or tap here to enter text. | $ |  | $ |
| **U.S. Government agency** funds to ***this*** Exchange Visitors:Name of Agency: Click or tap here to enter text. | $ |  | $ |
| **International Organization**: Name of Agency funding thisExchange Visitor [e.g., UN, WHO, NATO]: Click or tap here to enter text. | $ |  | $ |
| **Exchange Visitor’s Government:**Name of Agency: Click or tap here to enter text. | $ |  | $ |
| **Other organizations/Institutions** in the U.S. or abroad:Names(s): Click or tap here to enter text. | $ |  | $ |
| **Personal funds** (\*must include a copy of bank statement from the last two months) | $ |  | $ |

**BENEFITS:**

As part of resource allocation, what type of benefits do you intend to provide for the rest of the visit?

[ ]  **No Benefits** - for salaried employees who work less than 29 hours a week and/or have an appointment of less than 3 months

[ ]  **Benefit Category Group A** –for salaried employees working an average of 20 or more hours a week

* Vacation - Paid Holidays
* Sick Leave - Retirement Benefits (under specific conditions)
* Personal Holiday - Tax Sheltered Annuity Plan

[ ]  **Benefit Category Group B** - for employees working an average of 30 or more hours a week

* Vacation - Dental Plan
* Sick Leave - Vision Plan
* Personal Holiday - Life Insurance/AD&D
* Paid Holidays - Retirement Benefits (under specific conditions)
* Health Insurance - Tax Sheltered Annuity Plan

**Health Care Insurance:**

The CSUN-sponsored health insurance does not become effective immediately. All visitors need to have health and accident insurance policy offering at least U.S. $100,000.00 (USD) in major medical and hospital coverage. Therefore, proof of health insurance *(including provisions for evacuation and repatriation)* is required for the first 30 days of the appointment. Once the CSUN-sponsored health care benefits take effect, the visiting scholar will no longer need to provide proof of health care insurance.

**Repatriation and Evacuation Insurance:**

In addition to healthcare coverage, visitors must have insurance coverage of ***$25,000.00 (USD) in repatriation and $50,000.00 (USD) in evacuation costs*** through their entire appointment at CSUN. Additionally, the visitor’s deductible should not exceed $500 USD per accident or illness.

You may choose to obtain insurance through jcb Insurance Solutions:

* Go to <https://jcbins.com>
* Type CSUN in the search box
* Select your plan year (i.e. 2020/2021) and your student category (i.e. International). Click Go.
* Scroll down and click 'Start Here'
* Answer Question #1. Then Select Coverage Term (i.e. Annual, Fall only).
* Click "Agree to Terms & Conditions"
* Create account
* Make payment

● If the policy is purchased elsewhere, please bring a receipt showing proof of expiration date as well as the policy description, or a letter from the insurance company with your full name verifying that your current insurance meets the above requirements. Policies purchased in countries other than the United States must be officially translated in English and all relevant amounts must be in U.S. dollars.

**Verification of Grant Funds**

**The University Corporation (TUC) at CSUN Human Resources Approval****:**

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Budget Verification from** **TUC if the planned visit will use CSUN grant funds managed by TUC:**

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

Last Name (Family Name): Click or tap here to enter text.

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| **SECTION FOUR: Information about the Proposed Visiting Scholar** |

First Name: Click or tap here to enter text. Middle Name: Click or tap here to enter text.

Male: [ ]  Female: [ ]  Birth date (**month/day/year**): Click or tap here to enter text.

City of Birth: Click or tap here to enter text. Country of Birth: Click or tap here to enter text.

Country of Citizenship: Click or tap here to enter text.

Country of Legal Permanent Residence: Click or tap here to enter text.

Highest degree obtained: Click or tap here to enter text.

[ ]  Attach a transcript with a conferred degree with this application.

Is the visiting scholar enrolled as a student in an academic institution in their home country?

Yes: [ ]  No: [ ]

If Yes, please state the degree type and name of the University the student is obtaining:

Click or tap here to enter text.

If No, please state the visiting scholar’s home academic or administrative affiliation (department,

school, University, etc.): Click or tap here to enter text.

Has the Visiting Scholar had a J-1 visa before? Yes: [ ]  No: [ ]

If Yes, please state the dates: Click or tap here to enter text.

[ ]  Please attach a copy of the DS2019.

**Where To Send the Official Invitation**

Please include a complete mailing address, cell and home telephone number (if applicable) to which the letter of invitation and DS-2019 Form should be sent. If other handling is desired, please specify the person to contact or procedure to be followed:

Organization Name: Click or tap here to enter text.

First Name: Click or tap here to enter text. Last Name: Click or tap here to enter text.

Address 1: Click or tap here to enter text.

City: Click or tap here to enter text. Country: Click or tap here to enter text.

Postal Code/Zip Code: Click or tap here to enter text.

Address 2 (If Applicable): Click or tap here to enter text.

City: Click or tap here to enter text. Country: Click or tap here to enter text.

Postal Code/Zip Code: Click or tap here to enter text.

Cellular Phone: Click or tap here to enter text. Landline/Home: Click or tap here to enter text.

Office Phone: Click or tap here to enter text. Fax: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

**Proof of English Language Proficiency:**

A program sponsor’s “screening and selection system” must include determining sufficient language proficiency per the following law:

***“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.” 22 CFR 62.10(a)(2) [10}***

The University requires that any visiting scholar provide TOEFL test scores prior to accepting this request. Documentation of the TOEFL score must accompany this request. Additionally, upon arrival, the visiting scholar will be interviewed to verify language proficiency.

**STEP ONE: Test score**

All visiting scholars must provide their official scores of the [Test of English as a Foreign Language](https://urldefense.proofpoint.com/v2/url?u=http-3A__www.ets.org_toefl&d=AwMFaQ&c=Oo8bPJf7k7r_cPTz1JF7vEiFxvFRfQtp-j14fFwh71U&r=Ht0ZdhqK1JFBkOE1uPnS2KKk9lOrl5EmQU49gdWJljk&m=Ax8uUbZm_ysVt_14M8MTn0ZyJdE5g1aByNacR5wwbvU&s=7V1ijyBuU396ZZIrDc6NBoSCbazINTr_5oYeDZqePno&e=) (TOEFL), the approved English proficiency exam for international visiting scholars at CSUN. The only exception to this requirement is if the scholar has a Bachelor's or Master’s degree from a U.S. college or university. In order to be considered sufficiently proficient, the scholar must earn at least 500 on the paper-based exam, 79/80 on the Internet-based exam, or 213 on the computer-based exam. In the event that the TOEFL is unavailable, two other exams that can be used to determine English language proficiency are IELTS and PTE Academic. In order to be considered sufficiently proficient, the scholar must earn at least 6.5 or higher for the IELTS or 58 or higher for the PTE Academic. No exceptions.

**STEP TWO: Face-to-face verification**

During the request to sponsor international visitors, faculty sponsors are required to confirm that they have verified that the level of English proficiency meets the government standards specified above. Upon arriving to the campus, all visiting scholars will be interviewed during the mandatory orientation and sign-in process. The interview will take place in the Office of Faculty Affairs. The purpose of the interview will be to verify that the scholar has sufficient proficiency in the English language as described above. The outcome of the interview will be documented.

In the event that the scholar is not able to engage in conversation during the interview, the faculty sponsor will be informed and the scholar will have to return to their home country. In these cases, the faculty sponsor is responsible to pay all of the traveling costs associated with the return of each scholar.

**My scholar’s test score is:** Click or tap here to enter text. **I used the** Click or tap here to enter text. **exam.** [ ] Evidence of the score must be attached to this request.

**Waiving the English Language Proficiency Requirement**

The English language proficiency requirement may be waived if the applicant is a native of or studied in full-time status for at least **one academic year** within the last five years in the U.S., the United Kingdom, Ireland, Australia, New Zealand or English medium universities in Canada or South Africa.

Evidence such as transcripts or degree(s) associated with these studies must accompany this request in order to be considered for the waiver.

If the waiver requirement is not met, but the Faculty Host believes the visiting scholar is proficient in the English Language, please state below when and how this requirement has been met. Additionally, provide any and all evidence necessary to justify your request for a waiver.

**Request Checklist**:

[ ]  Completed Request Form with Dean’s and Chair’s signature.

[ ]  English Language Exam score (or attached waiver evidence and explanation).

[ ]  Transcripts/Degree copies

[ ]  CV or Resume

[ ]  DS2019 copy, if had a J-1 visa before

**Upon arrival, the visiting scholar must also**:

[ ]  Provide proof of insurance

[ ]  Provide a home address while at the University

[ ]  Attend an orientation in the Office of Faculty Affairs (language verification included)

[ ]  Attend an HR orientation in The University Corporation

**Please Note:** Faculty hosts may not sponsor more than two visiting scholars

Should you wish to request exception to this rule, please provide the reasoning for the additional scholar and indicate what measures will be taken to adequately supervise all scholars being hosted.

**SIGNATURE PAGE**

**Electronic signatures are accepted, Adobe sign is not as it locks the document.**

**DEPARTMENT CHAIR’S SIGNATURE**: The signature of the sponsoring department’s/program’s chair/coordinator indicates approval of the plan and the department’s readiness to assume the responsibilities involved in sponsoring and hosting this proposed Visiting Scholar.

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**DIRECTOR OF FINANCE AND OPERATIONS (DFO)**: The signature of the sponsoring college’s DFO, below, indicates that all elements of Section 3 have been reviewed.

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**COLLEGE DEAN’S SIGNATURE**: The signature of the sponsoring department’s/program’s dean indicates the college’s support for this proposed Visiting Scholar, confirmation that the proposed visit will be of significant benefit to CSUN and the college’s faculty and students, and that the college confirms its willingness to provide the resources and support needed for this Visiting Scholar as outlined above.

Print Name: Click or tap here to enter text.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**FACULTY AFFAIRS**: The signature of the Associate Vice President for Faculty Affairs confirms that this form has been completed in keeping with university procedures and provides the information necessary to approve the request and process a formal letter of invitation.

Print Name: **Diane Guido, AVP Faculty Affairs**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**CSUN VICE PROVOST**: The signature of the Vice Provost (or designee) indicates that the Vice Provost has been informed of this planned visit and supports its moving forward as described above.

Print Name: **Vice Provost Matthew Cahn**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Click or tap to enter a date.

**Return Completed form to:**

**Ashley Thompson**

**Office of Faculty Affairs**

**VH 305, Mail Code: 8220**

**Create and insert a handwritten signature**

You need a scanner to do this.

1. Write your signature on a piece of paper.
2. Scan the page and save it on your computer in a common file format: .bmp, .gif, .jpg, or .png.
3. Open the image file.
4. To crop the image, click it to open the Picture Tools **Format** tab, click **Crop**, and then crop the image.



1. Right-click the image, and then click **Save as Picture** to save the picture as a separate file.
2. To add the signature to a document, click **Insert** > **Pictures**.



**Include typewritten text with your reusable signature**

If you want information like your job title, phone number, or email address to be part of your signature, save it along with the picture as AutoText.

1. Type the text you want under the inserted picture.
2. Select the picture and the typed text.
3. Click **Insert** > **Quick Parts**.



1. Click **Save Selection to Quick Part Gallery**. The **Create New Building Block** box opens.



1. In the **Name** box, type a name for your signature block.
2. In the **Gallery** box, select **AutoText**.
3. Click **OK**.
4. When you want to use this signature, place the insertion point where you want to insert the signature block.
5. Click **Insert** > **Quick Parts** > **AutoText**, and then click the name of your signature block.

**Insert a signature line**

Use the **Signature Line** command to insert a signature line with an X by it to show where to sign a document.

1. Click where you want the line.
2. Click **Insert** > **Signature Line**.



1. Click **Microsoft Office Signature Line**.
2. In the **Signature Setup** box, you can type a name in the **Suggested signer** box. You can also add a title in the **Suggested signer’s title** box.
3. Click **OK**. The signature line appears in your document.

