

SAMPLE DOCUMENTATION OF J-1 EXCHANGE VISITOR INTERVIEW

A **documented interview** is one possible objective measurement of English language proficiency for an International Faculty/Scholar coming to SBU in the J-1 Research Scholar, Professor, Short-Term Scholar categories. The other objective measurements are a recognized English language test (TOEFL or IELTS) or signed documentation from an academic institution or English language school.

*(original signed letter must be on university stationery)*

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[Date]

Responsible Officer, J-1 Exchange Visitor Program  
Visa and Immigration Services  
Stony Brook University

Dear Responsible Officer/Alternate Responsible Officer,

I am a full-time faculty member in the [Name of Host Department, School or College]. *If the interview was not conducted by the Scholar's Faculty Supervisor, the regular employee of Stony Brook University/Research Foundation should include their title and describe their relationship to the Scholar's Faculty Supervisor and Host Department.*

I interviewed [Full Name of Scholar] by *specify in-person or videoconference or phone. If the interview was conducted by telephone, explain why videoconferencing was not a viable option, and detail any efforts taken to verify the identity of the interviewee. Detail the date, time, duration, location, and content of the interview. Describe and measure objectively the scholar's level of English proficiency.*

Based on this interview, I believe [Full Name of Scholar] has sufficient proficiency in the English language to successfully participate in his/her program and to function on a day-to-day basis in the United States.

I understand that the evidence of English language proficiency will be retained by the (Host Department) and made available to the U.S. Department of State upon request.

Sincerely,

[Name of Host Faculty member or Research Foundation employee]

[Title(s)]

[Institution]

[Address]

[Email Address]

[Telephone #]