


**MEDICAL UNIVERSITY OF SOUTH CAROLINA
OFFICE OF ACADEMIC AFFAIRS AND PROVOST
POLICY MEMORANDUM**

		MEMORANDUM ID:	
TITLE:	Exchange Visitor English Proficiency Policy and Proficiency Interview		
ORIGINATOR:	Denise R. Smith	DATE:	MAY 4, 2015
REVIEWED/APPROVED:	DATE:	SIGNATURES: 	
DEANS' COUNCIL			
PRESIDENT'S COUNCIL			
IMPLEMENTATION:		DATE:	
DISTRIBUTION:	BUSINESS MANAGERS AND ADMINISTRATORS		

I. RATIONALE: 22 CFR 62.10(a)(2) of the US Department of State federal regulations require Sponsors of J-1 Exchange Visitor Programs to verify that all Exchange Visitor candidates possess sufficient proficiency in the English language prior to program participation.

II. POLICY: United States Department of State regulations state that Sponsors of J-1 Exchange Visitors have to provide a screening system to select prospective Exchange Visitors for the purpose of ensuring that they are eligible for program participation. One of the requirements for participation is that Exchange Visitors must possess sufficient proficiency in the English language prior to program participation. In an effort to ensure compliance with the Exchange Visitor Program federal regulations, it is the policy of The Medical University of South Carolina to require that potential Exchange Visitor candidates provide original documentation verifying at least one of the following criteria:

1. The Exchange Visitor must provide signed documentation from an academic institution and proof that verifies at least one of the following:
 - a. The Exchange Visitor is proficient in English and currently teaches courses in English at his or her home university or has taught English within the past 10 years.
 - b. The Exchange Visitor is proficient in English and has completed English language school.
 - c. The Exchange Visitor is proficient in English and has completed an undergraduate or graduate degree within the past 10 years from a university which used English as the primary language of instruction (e.g. United States, Australia, England, etc.).

If the Exchange Visitor cannot provide documentation verifying at least one of the above-listed criteria, then an English proficiency interview must be performed by the Principal Investigator and/or Business Manager located in the MUSC Department where the Exchange Visitor may be participating in a program. If the interview is conducted by the Principal Investigator, the Business Manager is required to provide verification of the interview. Due to the advances in translation technology, all proficiency interviews will need to be conducted either in person or via online video/web camera. A copy of the individual's passport identification page is required prior to the interview for the purpose of verifying the Exchange Visitor's identity.