DOCUMENTATION OF J-1 EXCHANGE VISITOR INTERVIEW

**(Original letter must be signed and on official letterhead)**

[Date]

Responsible Officer, J-1 Exchange Visitor Program

Kentucky State 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 Kentucky State University should include their title and describe their relationship to the Scholar’s Faculty Supervisor and*

*Host Department*.

I interviewed [Full Name of Scholar] by video conference. *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 perform his/her work duties 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]

[Title(s)]

[Department]

[Campus address]

[Email]

[Campus Phone #]