

University of Houston  Victoria

**DS-2019 REQUEST FORM FOR J-1 EXCHANGE VISITOR  
To Be Submitted by the Inviting Academic School / Department**

**Section 1 - J1 Visitor must complete the following information in this section, and submit the form to the UHV Academic School or Department representative:**

**PURPOSE OF THIS FORM:**

- Enter U.S. and begin a new program at UHV
- Extend visitor's current program at UHV
- Transfer from another U.S. institution to UHV (attach copies of previous DS-2019 and I-94 copies)
- Replace a lost form
- Permit visitor's immediate family to enter separately
- For travel purposes only ( Travel Dates: From \_\_\_\_\_ to \_\_\_\_\_)

**Name of J-1:** \_\_\_\_\_  
Family Name Given Name Middle Name

Title:  Mr.  Ms.  Dr.  
Sex:  Male  Female Date of Birth: (Month)\_\_\_\_\_ (Day)\_\_\_\_\_ (Year)\_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residency: \_\_\_\_\_

Home Country Address: \_\_\_\_\_  
(Required)  
\_\_\_\_\_  
\_\_\_\_\_

U.S. Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Position or Occupation in Home Country: \_\_\_\_\_

Home country employer is:  Educational Institution  Private Business  Central Government  State Government

Level of degree held by applicant:  Bachelors  Masters  Ph.D.

Has applicant held J-1 status in the last 12 months?  Yes  No (If yes, attach copies of all previous DS-2019 forms.)

If applicant is now in the US, and in J-1 status: Program Name: \_\_\_\_\_

Program Number: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_

Present University: \_\_\_\_\_

Contact name and telephone at present university international office: \_\_\_\_\_  
\_\_\_\_\_

**Dependent Information:**

To be completed only if dependents will be coming to the U.S. with visiting scholar, or if they are in the U.S. with the visiting scholar. If not dependents will be coming, leave blank and skip to next section. Note that health insurance requirements also apply to all dependents and must be maintained for the duration of the program.

	Dependent 1	Dependent 2	Dependent 3	Dependent 4
Family name, Given Name, Middle Name:				
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
Relationship to J-1				
Date of Birth				
Country of Birth				
City of Birth				
Country of Citizenship				
Country of Permanent Residency:				

**Section 2 - Program Information (To be Completed by the Department Sponsoring the J1 Visitor):****Choose the most appropriate category for the exchange visitor:**

- Short-term scholar (maximum duration 6 months)
- Professor (will be barred for 24 months on repeat participation)
- Research Scholar (will be barred for 24 months on repeat participation)
- Student (new student, attach admission approval letter)

**NOTES:**

- Only J-1 Exchange visitors in the STUDENT category may participate in full-time enrollment and pursue a degree.
- Short Term Scholar can be in the U.S. for a maximum of 6 months. This cannot be extended. However, the scholar can return to the U.S. in J status inside of 12 months of departure from the U.S. This category is good for people who will be coming for multiple short visits.
- A Research Scholar or Professor is eligible for a total of 5 years as J visa holder. When the scholar leaves the U.S., he/she may not enter the U.S. as a J for 12 months from departure.

UHV Host Department: \_\_\_\_\_

Supervisor in UHV Host Department: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Period of Stay Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Field of research or teaching: \_\_\_\_\_

Submit a brief description of primary educational activity and duties in which the Exchange Visitor will be engaged:

**Documentation of Funding:**

List the financial obligation of UHV to the visitor for the period of stay listed:

- A. Salary per month: \$ \_\_\_\_\_ + Other: \$ \_\_\_\_\_ = **Annual Total:** \$ \_\_\_\_\_
- B. Salary appointment per year is:  9 month       12 months       Other: \_\_\_\_\_

List Financial support from person/organization OTHER THAN UHV. Specify name, amount of support, supporting documents via official letter or USCIS Affidavit of Support (I-134). Documents must be in English, and support amount in U.S. dollars.

**Source of Support:** \_\_\_\_\_ **Amount:** \$ \_\_\_\_\_

\*\* Students may not be substantially funded from personal or family funds.

**Medical Insurance:**

The U.S. State Department requires ALL J-1 and J-2 visa holders to have medical insurance. Medical insurance usually does not cover conditions such as pregnancy, long-term illness, or other pre-existing conditions. Most policies require dependents to be covered upon arrival, or within 30 days of arrival in the U.S. The J-1 should make arrangements for continual coverage in the U.S. that meets the U.S. Code of Federal Regulations minimum requirements. Therefore, please complete the following:

**Health insurance will be provided by:**

- UHV Employee Benefits Eligible Plan
- Student Plan
- Other Organization: \_\_\_\_\_

NOTE: Failure of an exchange visitor and accompanying dependents to maintain health insurance may lead to the termination of the exchange visitor’s program.

**Department Contacts:**

Please give name, campus telephone and email address for the staff person to contact when the DS-2019 is ready:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_@uhv.edu

Please give name of person responsible for **supervising the exchange visitor’s program activities:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_@uhv.edu

**Department Authorization:**

Exchange Visitors may be in a tenure track position at UHV as long as he/she is not a candidate of tenure.

The Exchange Visitor (J-1) named in this application:  is not a candidate for tenure;  is a candidate for tenure.

*I certify that the information on this form is correct to the best of the department’s knowledge.*

**Signature of Dean or Department Director:** \_\_\_\_\_

**Name of Dean or Department Director:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## J-1 EXCHANGE VISITOR INFORMATION AND INSTRUCTIONS

### Departmental Information

The exchange visitor program (J-1 visa) is administered by the U.S. Department of State. The educational and cultural exchange program is appropriate for visitors coming to the U.S. for a temporary appointment, generally 5 years or less, as a professor, researcher, or short-term scholar. Scholars should have at least the equivalent of a U.S. Master's degree, or a Bachelor's degree with extensive experience. The J-1 is not appropriate for a tenure track candidate.

#### Health Insurance:

The Department of State requires each J-1 scholar and each J-2 dependent to be covered by insurance at the minimum level shown below for the entire time they are in the U.S. in J-1 status. The scholar must show proof of the insurance upon arrival at UHV and check-in with the International Student Coordinator. In some cases, proof of insurance may be required before issuing the DS-2019. Failure to comply requires termination of the J status for the scholar and dependents. The International Student Coordinator maintains information from insurance companies which offer appropriate health insurance plans. The minimum requirement set by the Department of State is:

- Medical benefits of at least \$50,000 per accident or illness;
- Repatriation of remains in the amount of \$7,500;
- Expenses associated with medical evacuation of the visitor to his/her home country in the amount of \$10,000; and
- A deductible not to exceed \$500 per accident or illness.

The health insurance provided to employees of the university does not cover the repatriation and medical evacuation. This must be covered by a separate supplemental policy.

#### Process:

1. The inviting department completes all sections of the "DS-2019 Request Form." All the requested information is necessary to prepare the DS-2019 form.
2. The inviting department submits the DS-2019 Request Form with supporting documents to the International Student Coordinator in the Office of Admissions and Records.
3. The International Student Coordinator reviews the request and issues a DS-2019 for the department to send to the prospective scholar. Necessary information about the scholar and dependents will be entered on the SEVIS system when issuing the form. The consulate must be able to read the SEVIS entry before issuing the visa stamp.
4. The prospective scholar will present the DS-2019 to the appropriate U.S. Consulate in his/her country and request a J-1 visa stamp. This may involve a 4-week security check.
5. The scholar must enter the U.S. within a time period of 30 days before the begin date. If the scholar cannot enter by that date, the International Student Coordinator must be notified to enter a new entry date on the SEVIS system to keep the J scholar's record valid and facilitate entry.
6. The scholar must check in with the International Student Coordinator upon arriving at UHV. If this is not done within 30 days after U.S. entry, the J scholar will have the J-1 visa terminated and be unlawfully present. SEVIS j-1 regulations require that we enter the arrival or non-arrival information on the SEVIS system for the scholar. IF the scholar has not checked in, and his/her arrival information has not been entered by 30 days after the begin date, he/she will be deemed a no-show on SEVIS, which is a serious infraction. *The department is responsible for the check-in process to be completed.*

#### To request a DS-2019 for the Exchange Visitor:

Return the following documents to Elois Kraatz, International Student Coordinator in the Office of Admissions and Records:

- Completed DS-2019 Request Form, signed by appropriate Department Head, and Dean
- Copy of invitation or offer letter which should include mention of Department of State's insurance requirement
- Financial support documents, if non-UHV funded (a fax copy will be accepted)

## **Department Responsibility Checklist J-1 Exchange Visitors**

### **Pre-Arrival**

- Determine department eligibility for visitor. If visitor wants enrollment for credit, make sure they know they must apply for admission and have TOEFL requirement.
- Arrange for office space for visitor, if needed, and library access or other campus necessities.
- Apply to International Student Coordinator for DS-2019. Elois Kraatz – [kraatz@uhv.edu](mailto:kraatz@uhv.edu)
- Send DS-2019 to exchange visitor with travel information, salary information, health insurance, housing arrangements, etc.
- If visitor will not be able to enter the U.S. by the begin date on the DS-2019, notify the International Student Coordinator so we can adjust the date in SEVIS system to show the new entry date. Otherwise, the visitor will not be able to pass the port of entry station at the airport.
- The exchange visitor may already be in the United States and have a DS-2019 that may be transferred to UHV. If that is the case, the visitor must take steps to follow the transfer procedure in order to maintain their J-1 visa status.

### **Arrival**

- Arrange for pick-up at the airport.
- Assist visitor to find temporary and permanent housing.
- Provide assistance with other settling in matters, such as banking, deposits, transportation needs, driver's license, social security card (if needed), shopping for groceries, etc.
- Notify International Student Coordinator of arrival and make appointment for check-in orientation. Elois Kraatz - [kraatz@uhv.edu](mailto:kraatz@uhv.edu)
- Bring visitor to the Office of Admissions and Records for check-in and orientation. CHECK-IN ORIENTATION MUST OCCUR before 30 days after the begin date on the DS-2019 form. Visitor must have travelers checks or money order to pay for medical insurance, if required.
- Complete required employment and insurance forms in Human Resources.

### **Duration of Stay**

- Notify International Student Coordinator if exchange visitor or dependents plan to travel out of the United States at any time. Travel signatures must be obtained prior to departure in order for the visitor or dependents to re-enter the U.S.

### **After Departure**

- Notify International Student Coordinator when exchange visitor leaves.
- Complete detailed description (dates, places, events) of cultural and educational activities that the visitor experienced at UHV. Send to International Student Coordinator. This is required by the U.S. Department of State and reported for each exchange visitor.

## J-1 Exchange Visitor Visa Process Information

The Exchange Visitor Program is carried out by the U.S. Department of State. The J-1 visa category was specifically created for foreign nationals participating in the educational and cultural exchange activities under the Fulbright-Hays Act. Its purpose is to enhance understanding between the people of the United States and the people of other countries through educational and cultural exchanges.

J-1 visa holders may not be permitted to work unless their program category requires employment. The J-1 visa is also inappropriate for foreign nationals seeking to immigrate permanently to the United States. In addition, programs in Nursing, Psychological Counseling, or any other field that requires direct clinical patient contact by participants are excluded from the Exchange Visitor Program.

To facilitate entry to the U.S. as a J-1 Exchange Visitor, a participant is issued a Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1 Status). **This form must be requested by the school dean or university department official.**

The J visa is a nonimmigrant visa, and participants in the J-1 program are expected to return to their home country when their program is completed. Entry into the U.S. as a participant in the exchange program is granted with the understanding that the J-1 will complete the objectives of a single program category.

### J-1 Visa Categories

Professor and Research Scholar engages in research, teaching, and lecturing with their American colleagues. Short-term scholars are not included in this category.

- Minimum duration is 3 weeks; maximum duration is 5 years. For those who complete the 5-year period, there is a 24-month bar on repeat participation in the J Professor or Research Scholar category.
- The eligible participant shall not be a candidate for a tenure track position. The J-1 visa is inappropriate for organizations seeking to augment their personnel complement. The State Department indicates a J-1 professor or research scholar may participate in a tenure-track position as long as s/he is not a candidate for tenure.
- Professors and Research Scholars may not be in the U.S. in J-visa status for any part of the 12-month period preceding the start date of their programs.
- The 12-month bar is waived if the participant is present in the U.S. no more than six months; or participating in the Short-Term Scholar category.
- Professors may engage in research and research scholars may freely engage in teaching and lecturing, at the discretion of the responsible officer (RO). This will not be considered a change of category.
- Incidental lectures or short-term consultations may be permitted by the RO if they are directly related to the objectives of the program and do not delay its completion date.

Short Term Scholar is a professor, research scholar, or person with similar education or accomplishments that visits the United States to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions.

- Program duration is a minimum of 3 weeks (can be less), or a maximum of 6 months
- Program extensions are not permitted
- Short-term scholars may participate in the Exchange Visitor Program at conferences, workshops, seminars, or other events listed on their Forms DS-2019.
- The RO may issue a written authorization for to allow participation in activities (lectures, consultations, etc.) not listed on the Form DS-2019

Specialist category is an individual who is an expert in a field of specialized knowledge or skill. The specialist seeks to travel to the United States for observing, consulting, or demonstrating special knowledge or skills. The specialist does not fill a permanent or long-term position of employment while in the United States.

- The specialist category does not include professors, research scholars, or short-term scholars.
- A specialist can participate in the Exchange Visitor Program for the length of time necessary to complete the program, not to exceed one year.
- Specific locations and activities of the specialist must be listed on the DS-2019.