



Office of International Students & Scholars DS-2019 REQUEST Packet

\$75.00 processing fee will be assessed for each request

Note: Please allow a minimum of 2-4 weeks for processing of DS-2019.

The following information is necessary for the Office of International Students & Scholars (OISS) to prepare the DS-2019 document, which a visiting scholar needs in order to obtain a J-1 exchange visitor visa to come to Utah State University, to extend status, or to transfer to another program.

Family Name	Given Name	Middle Name
Date of Birth: / /	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Month Day Year		

City of Birth	Country of Citizenship
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Country of Birth	Country of Permanent Residency
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Occupation in Country of Residence

Dates of appointment at USU: / / to / /

Month Day Year Month Day Year

**Scholars have a maximum of 5 years, and funds for the period above must be reasonably assured*

Previous time in J Status (if any): _____

If the exchange visitor is already at another institution OR has been in the United States in J status during the preceding 12 months, indicate on a separate sheet of paper of the following: the visitor's history, sponsor category (student, professor, or researcher) and date of entry to the US. Attach a copy of the visitor's passport, visa, I-94 card and all previous DS-2019 documents. This is **REQUIRED** to determine eligibility.

Funds from or administered by Utah State University:
\$ _____

Study Abroad Subsidized Tuition/Fees
\$ _____

Exchange Visitor's Government (Attach Documents)
\$ _____

Other Organizations (Attach Documents)
\$ _____

Personal Funds (Attach Documents)
\$ _____

Type of J-1 Visitor (Check Primary Activity):

- Professor (may stay up to five years)
- Research (may stay up to five years)
- Short-term (cannot exceed six months)
- Specialist (limited to one year)
- Student (may stay as long as pursuing degree)
 - Bachelors
 - Masters
 - Doctorate
 - Non-Degree

Purpose of Request:

- Begin a New J-1 Program
- J-1 Extension
- J-1 Transfer from another Institution
- Permit Visitor's Family to Enter US Separately
- Reinstatement (previously violated status)

Packet Checklist

- Complete entire DS-2019 Request Packet
- Resume of Exchange Visitor
- Letter of Invitation from Utah State University
- Letter of Scholarship or Acknowledgement of Exchange Visitor from home country institution
- Letter documenting financial support—
 - *\$1000 per month for Scholar (min.)
 - *\$5000 – Spouse
 - *\$2000 – Each child
 - *If J-1 student, must show funding for entire program*

If the exchange visitor plans to bring dependents, please complete the following:

**We are required to attach this information to the DS-2019 form to request J-2 visas for dependents*

Last, First Name	Relationship to Scholar	Date of Birth	City, Country of Birth	Country of Citizenship

****Passport copy of all Dependents is preferable****

Will dependents travel to the United States with Exchange Visitor? **YES** **NO**

The University assumes the responsibility of some magnitude in undertaking visa sponsorship for a J-1 visitor. OISS depends on departments to provide complete and accurate information about your visitor and their funding. We, in turn, are responsible for guaranteeing this information to the US government.

This form must be signed by the department chair or faculty member responsible for inviting the visitor. It must be returned to the Office of International Students & Scholars as soon as plans are known.

I accept the responsibility for the accuracy of the information on this form, for sponsoring the scholar at USU, and for reporting to OISS the termination and/or departure of the visitor from the university; furthermore, I authorize OISS to charge **\$75.00 to Account #**_____ for the processing fee. (If applicable, please fill out and return attached OCE).

_____ Responsible faculty member's printed name Title

_____ Department UMC Telephone Email

_____ Responsible faculty member's signature Date

For USU's Sponsoring Department:

It is obligation of your department to see that the exchange visitor is covered by the insurance on or before the arrival date. Documentation proof must be brought to the OISS within three days of arrival or the department will be responsible for any medical expenses incurred by the J-1 student or scholar.

Health Insurance Coverage: **Will** be provided by the department **Will not** be provided by the department

_____ Department Signature Date

For the Exchange Visitor:

I agree to provide Health Insurance coverage for myself and any dependents during the period ___/___/___ to ___/___/___ (line 3 of DS-2019). I understand that this insurance must meet this requirement will result in my termination from the Exchange Visitor Program and my right to stay in the US.

_____ Exchange Visitor's Signature Date

For ISS Use Only	Date received: _____	Approved by RO: _____
	Date prepared: _____	Date sent to Dept: _____

On Campus Expenditure

Seller Information (Credit)

Date Prepared _____

Department Office of International Students and Scholars

Contact Person Shelley Williams

Phone Number 797-1124

Index Code	Account Code	Description	Amount
A06308	563100	J-1 Scholar Processing Fee	\$ 75.00

Total Amount Collected \$ 75.00

Buyer Information (Debit)

Department _____

Person Purchasing _____

Phone Number _____

Index Code	Account Code	Description	Price per Item	Quantity	Total
		J-1 Scholar Processing Fee for:			

Total Amount Due \$ _____

Remarks J-1 Scholar Processing Fee

Buyer Signature _____

Date _____



Office of International Students & Scholars Department Information Sheet

Social Security:

A J-1 scholar on Utah State University money cannot receive payment from USU until he/she has obtained a Social Security Number. Application for Social Security Number must be made after arrival in the U.S. The card typically takes several weeks to process after applying.

NOTE: It is no longer possible to issue any money (payroll, check, nor honorarium) without a Social Security Number, unless arrangements are made with the Payroll Office.

Faculty/Staff ID #:

Faculty/Staff ID # for J-1 visitor can be obtained from the Office of Human Resources.

Faculty/Staff ID Card:

1. A letter from the visitor's department is required by personnel in order to obtain an ID card.
 - a) Written on Department Letterhead
 - b) Addressed to Human Resources Office
 - c) Taken to Human Resources Office by J-1 visitor
 - d) Attach copy of exchange visitor's DS-2019 document
 - e) A verification form will be issued by Human Resources and then visitor takes form to the card office.
2. Letter must also contain the following information:

The <Department Name> Department at USU requests assistance from the Human Resources Office as follows:
<Visiting Scholars Name>, with passport number <passport number> has been invited as a visiting professor, research scholar, etc., to Utah State University. <Visiting Scholars Name> requests an Employment Verification Slip in order to obtain the Faculty/Staff card in Room 212, TSC.
3. A spouse card may be obtained for \$5.00 from the Office. The spouse also needs a Verification Slip from Personnel Services.
4. Optional Addition to letter:

The department has obtained permission from the Provost Office for <Visiting Scholars Name> to audit classes at any time, free of charge. (This is an exception to the current policy) *Personnel Services needs to see the letter from the Provost Office before they can allow this benefit.*