DS-2019 Request Form for J-1 Visiting Scholar

The information provided in this form will be used by OISS to request immigration benefits from the U.S. Department of State. Misrepresenting the truth or providing inaccurate information could result in the denial of the J-1 visa. Misrepresenting the truth could also result in fines for the University of Delaware.

DIRECTIONS: The department must complete all sections of this form, NOT Visiting Scholars, and include an OFFER LETTER stating the specific terms of the appointment. The information provided will be used to generate a form DS-2019, the document used to obtain a J-1 visa from a US consulate and used as evidence of J-1 status while in the US.

Section One: Department’s Obligations – To be completed and signed by the Department

Requirement to inform OISS of changes: The information provided in this form about the position must be kept up to date. OISS needs to know if anything about the position changes, including funding, job duties, or site(s) of activity. Failure to inform OISS of changes could result in fines for the University and violation of immigration regulations for the Exchange Visitor (EV).

Specifically:

1. **Report any changes in site(s) of activity:** An EV is only allowed to work in the position approved and in the site(s) of activity indicated on the DS-2019 request. An EV cannot work in a different position or undertake any other activities, unless pre-authorized and approved by OISS.

2. **Report any changes in research or employment:** (job duties, salary, and geographic location): The host department is required to notify OISS of any such changes **before** they occur.

3. **Report any changes in program dates:** Notify OISS if the EV leaves or is terminated 15 days or more before the requested end date. Notify OISS if the EV is delayed more than 10 days from the requested start-date.

4. **Report any changes in funding:** If payment from the University of Delaware or other sources needs to be added or removed from the DS-2019 form, contact OISS **before** the changes occur. Funding information must be reported in the SEVIS system.

5. **Out of Country Update:** Notify OISS if exchange visitors are continuing their programs for 6 weeks or more outside the United States. This update must be reported to the US Government and UD departments are required to monitor the activities and welfare of the EV while abroad.

**IMPORTANT:** Exchange visitors under the Professor, Research Scholar, Short-Term Scholar or other university level categories are **not permitted** to conduct activities or programs in pre-schools, primary and secondary school systems, summer camps, or other local community activities for K-12 students.

By writing my name in the space below, I verify that I have read, understand and will comply with the aforementioned information:

Name of Supervisor: ___________________________ Date: ___________

Name of Host Department Contact: ___________________________ Date: ___________
Section 2: Scholar Personal Information

Please write the name exactly how it appears on the passport AND please **ATTACH a copy of the Passport ID page**

Family/Last Name:

Given/First Name:

Sex: □ Male   □ Female    Date of Birth: _____ _____ ______

   Month    Day    Year

City and Country of Birth:

Mailing Address with Postal Code:

Legal Permanent Address:

Telephone number: 

Fax Number:

Email Address:

Current Occupation in Home Country: (If Student, please specify Graduate or Undergraduate)

Current Job Title: □ Government   □ Civilian

   □ Central
   □ Regional
   □ Local

Job Responsibilities in Home Country:

Name and Address of Home Employer:

Section Three: Visa History

(If Visiting Scholar was previously in U.S. on J1/J2 visa, please attach all copies of previous IAP-66/DS-2019 forms. If not available, please attach a letter from the Visiting Scholar stating information on category and dates of previous visits).

Has the Visiting Scholar previously been in U.S: □ Yes   □ No

   U.S Social Security Number (if known):

If yes, please specify all dates: (please attach sheets if more space is required)

Type of Visa Held From To

If other than W/B, B-1, W/T, B-2, who sponsored visa?
Section Four: English Proficiency

The US Department of State requires sponsors to verify that each exchange visitor is sufficiently proficient in English. Additional information about how to establish language proficiency is available on our website at http://www.udel.edu/oiss/departments/hosting_J1.html.

Is the visitor sufficiently proficient in the English language to participate in his or her program successfully? □ Yes  □ No

If yes, please indicate how proficiency was established (select one of the three options & provide details):

- ☐ English Language Test  Test Name: ___________________________  Score: ___________________________  *Attach copy of score report
- ☐ Signed documentation from an academic institution or English Language School  Institution Name: ___________________________  *Attach copy of documentation
- ☐ Interview by Department or ☐ Interview by ELI
  ☐ In-person
  ☐ Video-conference
  ☐ Telephone (if video-conference not a viable option)
  Name and title of interviewer*: ___________________________
  Date of Interview: ___________________________
  * By writing my name in the space above, I verify the scholar’s English proficiency. Attach copy of documentation.

Section Five: Worksite, Activities and Project Information

Evans should work only in the approved position and site(s) of activity indicated below. Evans should not work or conduct research in a different position for the University of Delaware or any other employer unless that activity is pre-approved by OISS. Evans are not allowed to work for anyone else or receive payments from any external source unless the employment is pre-approved by OISS. Please consult OISS immediately should you have any questions or concerns about any of the J-1 Exchange Visitor requirements or policies.

Primary Site of Activity:
Address:

Phone Number:
Supervisor’s email Address:

Project type: ☐ Public domain  ☐ Gov’t Restricted Access  ☐ Non-Gov’t Restricted Access
☐ Classified  ☐ Other, please specify__________________________________________
Will the visiting scholar be visiting, teaching, doing research or performing any other activities at any other institution or location during their J-1 program with the University of Delaware?  
(Please attach a new page to this document, if necessary)

☐ Yes  ☐ No

If yes:

a. Provide explanation of duties for each activity:

b. Provide specific dates for activities:

c. Provide specific locations for activities:

Will the scholar be visiting any other institution(s) in the US before or after their visit to UD?

☐ Yes  ☐ No

If yes, please explain

☐ Short-Term Scholar (max. stay: 6 months): A professor or research scholar who enters the United States for a short-term visit in post-secondary accredited academic institutions, or similar types of institutions.

☐ Research Scholar (max. stay: 5 years): Primary purpose to conduct research, observe, or consult in connection with a research project at post-secondary accredited academic institutions.

☐ Professor (max. stay: 5 years): Primary purpose to teach, lecture, observing, or consulting at post-secondary accredited academic institutions.

☐ Specialist: (max. stay: 1 year): An expert in a field of specialized knowledge or skills with primary purpose of observing, consulting, or demonstrating special knowledge or skills. PLEASE CONTACT OISS PRIOR TO SELECTING THIS OPTION.

*IF Short-Term Scholar, Research Scholar, or Specialist

Project title or field of study:

*IF Professor

Class(es) being taught:

Is this position a tenure track position?

☐ Yes  ☐ No

If so, would this EV be considered for the position?

☐ Yes  ☐ No

Visiting Scholar’s dates of appointment:

From  To

Visiting Scholar’s primary responsibility: (50% or more of their time)

☐ Research  ☐ Teaching  ☐ Other (Please specify)
Section Six: Funding Information

Per Year: $15,000 per scholar, $5,000 per dependent spouse, $3,000 per dependent child
E.g. for a family of three (scholar + spouse + child) funding must be at least $23,000 per year

During the period covered by this form, it is estimated that the following financial support will be provided to this Visiting Scholar by:

A) ☐ University of Delaware $  
   If UD has received funding to specifically support this visitor from U.S Government Agency (such as NSF, FDA, or NIH) or International Agency (such as NATO), list agency, and indicate $ amount received from each agency.
   Agency: $  
   Will the Visiting Scholar be the principal investigator on this project? ☐ Yes  ☐ No

B) ☐ U.S Government – Agency: $  

C) ☐ Visitor's Government $  

D) ☐ Personal Funds (Bank Statement needed) $  

E) ☐ All other organizations $  

Any additional information:

Section Seven: HR & Payroll Onboarding

Will the Visiting Scholar need to be in the Payroll System?

** Please note that only on-boarded scholars are permitted to obtain a UDID card for access to University facilities. Scholars who may need to use the Library or other facilities on campus should be on-boarded even if they are not being paid. **

☐ Yes (a checklist will be included in the DS-2019 packet explaining how to create their UD ID number and online)

☐ No (a UD ID number will be created by OISS and a Temp SSN, if needed, when they check-in with our office)
Section Eight: Dependent Information

Please attach a copy of each dependent’s passport

If spouse and/or children will accompany the Visiting Scholar and require a J-2 visa, please give the following information on each additional person:

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<th>Name (LAST, First, Middle)</th>
<th>Relationship (spouse, child)</th>
<th>Date of Birth (MM/DD/YYYY)</th>
<th>City and Country of Birth</th>
<th>Country of LEGAL PERMANENT RESIDENCY</th>
<th>Country of CITIZENSHIP</th>
<th>E-mail Address IF over 14 years of age</th>
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Section Nine: UD International Service Fee

Please check if the Department ☐ or the Visiting Scholar ☐ will pay the $160 fee.

(If the Department, please attach a Department Fee Payment Form with the packet. If the scholar will pay, please remind them to bring $160 cash or money order when they check-in with our office.)

Section Ten: Authorization

Name of the person completing form: ___________________________ Email: ___________________________

Phone: ___________________________ Signature: ___________________________ Date: ___________________________

Approval/Department Chairperson:
CHECKLIST: The complete request packet should include all the following:

**Required for all requests**
- ☐ DS-2019 Request Form for J-1 Visiting Scholar
- ☐ Copy of Passport ID Page for J-1 Visiting Scholar (and J-2 dependents, if applicable)
- ☐ Visa information for previous visits (all copies of previous DS-2019 forms, or letter from Visiting Scholar)
- ☐ UD Offer letter (with terms of appointment)
- ☐ Export Control Certification for J-1 Visiting Scholars (must be signed by the Research Office before submitting to OISS)

**If language proficiency not verified by interview**
- ☐ Documentation of English proficiency (test score report or signed documentation from an academic institution or English Language School)

**If funding from source other than UD**
- ☐ Proof of funding

**If department is paying the $160 UD International Service Fee**
- ☐ Authorization for Department Fee Payment Form

**MAILING INSTRUCTIONS:**
- ☐ Regular Airmail
- ☐ Express Mail (completed international air bill must be attached)
- ☐ Pick up (Name:   email:  )

**PLEASE RETURN TO COMPLETE REQUEST PACKET TO:**

OISS – J-1 Request
Elliott Hall
26 E. Main Street
Newark, DE 19716-6410

Tel: (302) 831-2115
Fax: (302) 831-2123
Email: oiss@udel.edu