

## **J-1 Exchange Visitor DS-2019 Requirements and Instructions:**

**DS-2019** - The J-1 Exchange Visitor will need a Form **DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status** for visa and entry purposes.

**DS-2019 Issuance** - The University is contracted with The Texas International Education Consortium (TIEC) to issue the DS-2019 for J-1 Exchange Visitors. The fee is \$295.00. The DS-2019 will be mailed to the Office of Human Resources and routed to the sponsoring department. The sponsoring department will be responsible for the processing fee and delivery of the DS-2019 to the J-1 visitor. The sponsoring department will receive an invoice for the amount of \$295.00 once the DS-2019 is issued.

**Processing Time** – Plan ahead. Submit documents 3 to 4 months in advance of the invitation arrival date.

**Medical Insurance** – Upon arrival to the University the J-1 visitor is required to show proof of medical insurance coverage for the entire period of the DS-2019. Insurance requirements will be provided to the J-1 visitor with the DS-2019. J-1 dependents are also required to show proof of medical insurance for the entire period of the DS-2019.

**Signature Authority** - Documents for academic departments must include the signatures of the Dean and the Provost. Documents for other departments or divisions must include the signatures of the department's hiring authorities and the appropriate Vice President. In addition - the Deemed Export Attestation Form will require the signature of the Vice President for Research or the Export Controls, Research Compliance Director.

**Blue Ink** - All documents must be signed in blue ink.

**Whiteout or Correction Tape** - Documents submitted with whiteout or correction tape will not be accepted and will be returned to the sponsoring department.

**J-1 Exchange Visitor DS-2019 Document Processing** - All required documents listed below must be submitted to the Office of Human Resources – (Immigration Services Associate) for processing.

### **Sponsoring Department – Complete the following documents:**

- **J-1 Exchange Visitor Information Sheet (2 Pages) - See Attachment**
- **Deemed Export Attestation – See Attachment**
- **University's Invitation Letter** – Copy – Signatures are required by appropriate signature authorities – to include dean, provost and/or appropriate vice president. The invitation letter should include:
  - An Offer of Invitation
  - Invitation Dates (beginning date and ending date)
  - Nature of Visit, Objectives and Description of Duties
  - Name, Job Title and brief description of job duties of the departmental employee the visitor will be reporting to and working with.
  - Visitor's Source of Funding

### **Sponsoring Department - Request the following documents from the J-1 Visitor:**

- Letter - from sponsoring institution acknowledging the offer of invitation

- Proof of Funding/Financial Support
- J-1 Visitor's Passport – Copy
- J-1 Dependent's Passport Copy –if any
- J-1 Visitor's Resume
- J-1 Visitor's Degree - Copy
- J-1 Visitor's Proof of English Proficiency
- J-1 Visitor's Previous DS-2019(s) – if any