

## Exchange Visitor DS-2019\_Request\_Form

*The U.S. Department of State Exchange Visitor Program is designed to promote international academic, scientific, and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. This program is utilized to bring Exchange Visitors to the U.S. on a temporary basis to engage in exchange activities in various “categories.” Exchange visitor categories at Governors State University include: Research Scholar, Professor, or Student Intern. The nature and scope of the Exchange Visitor’s visit to the U.S. will guide our office in determining the most suitable category for each visitor. The Exchange Visitor program should not be used as a general means of employment, though the source of funding may be from a U.S. sponsor, including Governors State University.*

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### ***Are you using the correct form?***

Please consider the following statements before proceeding with this form. If it is possible that any of these statements apply to the Exchange Visitor, this form may not be the appropriate form to submit.

- The potential Exchange Visitor is currently enrolled and pursuing a degree at a postsecondary academic institution outside of the U.S.
- The potential Exchange Visitor intends to return home and graduate from their postsecondary academic program.
- The proposed activities/research fulfills the educational objectives for his or her foreign program.

If any of these statements apply, the Exchange Visitor may be best suited for the “J-1 Student Intern” category. You may complete the J-1 Student Intern Form and/or contact OIS if you have questions about the Student Intern category and process.

## General Instructions

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- Please submit required documents at least four months before the program start date to allow the Exchange Visitor ample time to request a visa and enter the U.S.
- When a complete application has been received, the Office of International Services (OIS) will produce a form called the DS-2019. Please allow up to 14 business days for OIS to complete processing of the DS-2019.
- The J-1 Exchange Visitor may enter the U.S. no sooner than 30 days prior to the start date on the DS-2019. The Exchange Visitor must also check in with OIS within two weeks of his or her DS-2019 start date. Notify OIS immediately if the Exchange Visitor will experience delays.
- The J-1 Exchange Visitor must have proof of required insurance coverage upon arrival in the U.S. Failure to comply with these regulations will result in immediate termination of the J-1 Exchange Visitor's program and loss of legal status.
- J-1 Exchange Visitors may NOT be used for tenured or tenure-track positions.
- J-1 Exchange Visitors cannot be sponsored for permanent residency.
- When using the Research Scholar or Professor Exchange Visitor categories, there are some restrictions on repeat participation for the Exchange Visitor. If repeat participation is desired or if the Exchange Visitor recently participated in a program at another institution, please consult OIS before submitting this request.
- Exchange Visitors can only perform those activities for which they requested entry into the U.S. Any activity performed by the Exchange Visitor, including academic/professional engagements, lectures, seminars, or consultants, that falls outside the very specific parameters of the program must be approved by OIS and the sponsoring department in advance. Occasional participation in activities incidental to the program may be permitted, upon approval by OIS.
- Please inform OIS immediately of any changes to the program, including funding or Exchange Visitor departure.
- The University assumes responsibility of some magnitude in undertaking visa sponsorship for an Intern in the J visa category. OIS depends on the department's ability to provide complete and accurate information about the Exchange Visitor and his/her funding. OIS, in turn, is responsible for guaranteeing this information to the U.S. government. Note that false certification may subject the University to criminal prosecution under 18 U.S.C. § 1001.

NOTE: THIS REQUEST REQUIRES THE SIGNATURES OF THE VISITING SCHOLAR/PROFESSOR'S SUPERVISOR, THE DEPARTMENT CHAIR, THE COLLEGE DEAN & THE PROVOST.

\*Please keep a copy of these forms within your department.

*This page is to be completed by the Sponsoring Department*

## Department Checklist

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### Step One:

- Curriculum Vitae
- Copy of the draft letter of invitation/offer from the sponsoring department with program dates and description of research and duties
- All DS-2019 Request Forms (*Administrator EV Form pages 3-6 and Applicant EV Form pages 2-4*)
- Copy of passport biographical pages for Exchange Visitor and accompanying dependent family members
- If person is currently in the U.S. in another status – Copy of current I-94 card (front and back, if paper copy),\* passport and any other accompanying immigration documents.*  
*\*Note: as of 4/30/2013, the I-94 card will no longer be issued as a paper document. All arrival/departure information will be stored electronically. The Exchange Visitor should provide a print out of his or her arrival/departure information, which can be obtained from the Customs and Border Patrol website at [www.cbp.gov/i94](http://www.cbp.gov/i94).*
- If the Exchange Visitor was a J Exchange Visitor (J-1 or J-2) within the past three years – Copies of all previous DS-2019 forms during those three years.*

### Step Two:

- Copy of signed/executed offer letter, including appropriate J-1 category
- Original financial support documents if self-funded or funded by an outside organization/institution (*when not paid by GSU*)

### SUBMIT FORM TO:

Office of International Services  
1 University Parkway, Room C3370  
University Park, IL 60484

### Form Submission Deadlines:

*Fall Semester Start Date – April 15*  
*Spring Semester Start Date – August 15*  
*Summer Semester Start Date – January 15*

***This page is to be completed by the Sponsoring Department***

**Exchange Visitor Name:** \_\_\_\_\_

**PURPOSE OF EXCHANGE VISITOR (EV) REQUEST:**

- Beginning a new J-1 program in the United States
- Transferring to GSU from another U.S. institution or transferring from one GSU department to another GSU department while currently in the U.S. in J-1 status\*

*\*For extension requests, please use the "DS-2019 Extension Request Form"*

**Department Certification**

- I authorize sponsorship of this Exchange Visitor and certify that GSU funds are available as indicated.
- I understand that the Exchange Visitor will be terminated if he/she fails to participate in the proposed activities or engages in unauthorized employment.
- I understand that all Exchange Visitors and dependents are required under federal immigration law to carry health insurance in specific coverage amounts, and that failure by the Exchange Visitor to purchase health insurance for the entire period will result in immediate program termination and loss of legal status of the Exchange Visitor. Our department has informed/will inform the Exchange Visitor of the insurance requirements.
- I understand that the Exchange Visitor must check-in with an OIS advisor upon arrival with all immigration documents and health insurance proof.
- I understand that a new Exchange Visitor is only allowed to enter the U.S. during a window of 30 days prior to the start date listed on the DS-2019.
- I understand that it is the responsibility of the department to monitor compliance of the Exchange Visitor with all immigration laws, and that it is the responsibility of the department to offer reasonable support of the Exchange Visitor in his/her efforts to comply with immigration law.
- I understand that it is the responsibility of the department to immediately notify OIS of any change to the program, including funding and length of stay.
- I understand that it is the responsibility of the department to provide OIS with a Departure Verification Form (DVF) upon program completion, and that failure to do so could result in future immigration complications for the Exchange Visitor.
- I understand that activities that fall outside the exchange program are restricted, and that the department must consult OIS prior to approving Exchange Visitor participation in any other academic/professional activity.

**Department Authorization**

**\*I certify that the information provided in this DS-2019 Request Form is correct. By signing this form, I attest that the department will uphold the points mentioned in the certification section above.**

College \_\_\_\_\_ Department \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

EV Supervisor Signature	EV Supervisor Name (Print)	Date
Dept. Chair Signature	Dept. Chair Name (Print)	Date
Dean Signature	Dean Name (Print)	Date
Provost Signature	Provost Name (Print)	Date

*This page is to be completed by the Sponsoring Department*

Exchange Visitor Name: \_\_\_\_\_

### Information Regarding Proposed Visit

- Proposed Dates of Stay – From \_\_\_\_\_ To \_\_\_\_\_  
*\*Maximum duration is 12 months* MM/DD/YYYY MM/DD/YYYY
- GSU EV Appointment Title \_\_\_\_\_ Percent Appointment (if any) \_\_\_\_\_
- Total Hours per week Exchange Visitor will be involved in the program activity \_\_\_\_\_
- Main field of research (ex. Computer Science, Education, etc.) \_\_\_\_\_
- Please complete the following chart regarding the proposed activities the Exchange Visitor will engage in during his/her visit. If an activity is planned, please estimate the percentage of time involved.

Activity Type	Planned (Mark "X")	Percent Time (If planned)
GSU organized research/bench research		
Independent Research		
Teaching/Lecturing		
Attending GSU lectures/seminars		
Auditing courses only		
Learning new/different techniques/skills, and/or the use of new equipment		
Earning/receiving a certificate upon completion		
Advising or consulting GSU faculty/staff (EV is leading a training)		
Other, please list:		

6 Description of the research and/or proposed activities:  
\_\_\_\_\_  
\_\_\_\_\_

7. Will Exchange Visitor perform research/projects at places other than GSU?  Yes  No  
If yes, please specify the name and complete U.S. postal address, including zip code:  
\_\_\_\_\_  
\_\_\_\_\_

### Funding

- Funding must be for the entire period of the proposed visit and must be in U.S. dollars.
- Current minimum funding requirements per month: \$1,000 for Exchange Visitor, \$500 for first dependent, and \$365 for each additional dependent.
- Do not include stipends for insurance in the total funding amount
- Self-funded EVs are limited to a one year stay initially.

Amount of Source from GSU \_\_\_\_\_

Other Source \_\_\_\_\_ Source Name \_\_\_\_\_

*This page is to be completed by the EV Supervisor*

Exchange Visitor Name: \_\_\_\_\_

## EV Supervisor Attestations

### PROGRAM ELIGIBILITY

I have evaluated the academic and professional credentials of this prospective Exchange Visitor, and consider him/her to be qualified to participate in the proposed activities in this department.

### ENGLISH PROFICIENCY

I have determined that the prospective Exchange Visitor has sufficient English proficiency to enable him/her to successfully carry out the activities described above and to have an enriching cross-cultural experience while at GSU. The Exchange Visitor's English language ability has been determined by the following (check all that apply):

- English is the Exchange Visitor's first language
- Verbal communication with the Exchange Visitor
- Recommendation of objective third party
- Written communication
- Visit will not be more than a month; English proficiency assessment is not required
- Other (explain): \_\_\_\_\_

### CERTIFICATION

As a sponsor and supervisor of this prospective Exchange Visitor, I certify that the above is true and correct and I understand that the Exchange Visitor's J-1 program may be terminated if the Exchange Visitor:

- A. Fails to participate in the proposed activities/duties,
- B. Engages in unauthorized employment or professional/academic activities, and/or
- C. Fails to maintain the required medical insurance coverage for himself/herself and for all dependent(s).

\_\_\_\_\_  
EV Supervisor Signature

\_\_\_\_\_  
EV Supervisor Name (Print)

\_\_\_\_\_  
Date

### Form Submission Deadlines

*Fall Semester Start Date – April 15*

*Spring Semester Start Date – August 15*

*Summer Semester Start Date – January 15*