

J-1 Scholar Request Form

Instructions

1. **Department Responsibilities:** Departments are expected to provide workspace, library and computer access, an ID card, and cross-cultural interaction between the J-1 Scholar and the department's faculty and staff. ISSS relies on departments to refer any concerns about immigration, orientation to the campus & community, insurance, or other matters to ISSS. Departments are also required to: 1) notify ISSS if the J-1 Scholar will not arrive within 30 days of the begin date, 2) send the J-1 Scholar to ISSS upon arrival at DU and 3) notify ISSS when the J-1 Scholar completes his/her program at DU.
2. **Academic Credentials:** The department must ensure that the J-1 Scholar has the appropriate academic credentials to perform the proposed activity.
3. **English Proficiency:** English proficiency for J-1 Scholars from countries where English is not the official language must be evaluated by the Department prior to submitting the J-1 Scholar Request Form.
4. **Lead Time:** Please submit Part A, Part B, and all attachments at least 90 days before the intended start date of the program. This allows time for the Certificate of Eligibility, Form DS-2019, to be issued and forwarded to the prospective scholar who must then apply for an entry visa at a US consulate.
5. **Categories:** This form is used for J-1 Scholars who are classified as a) *Research Scholars*, b) *Professors*, c) *Short-term Scholars* or d) *Specialists*. The J-1 program is for temporary visits to the US for the purpose of teaching, instructing or lecturing, observing, conducting research, consulting, or demonstrating special skills.
6. **Maximum Length of Stay:**

Research Scholar or Professor	5 years
Short-term Scholar	6 months
Specialist	1 year
7. **12 Month Bar:** Anyone who has been in the US in any J category for more than six months is barred from reentering the US as a J-1 Research Scholar or Professor for 12 months following the completion of his/her program or stay. This regulation does not apply to Short-term Scholars.
8. **24 Month Bar:** Anyone who has been in the US as a *J-1 Research Scholar* or *Professor* for any length of time and whose SEVIS record is no longer active is barred from reentering the US as a *J-1 Research Scholar* or *Professor* for 24 months following the completion of his/her program or stay. This only applies to those who completed programs after 11/17/2006.
9. **Minimum Required Financial Support:** Sufficient financial support is required for a J-1 Scholar. J-2 dependents who accompany the J-1 require additional funding. The minimum amounts required are:

J-1 Scholar	\$1,100 per month = \$13,200 per year
J-2 Spouse	\$ 350 per month = \$4,200 per year
J-2 Child	\$ 350 per month = \$4,200 per year per child
10. **Evidence of Financial Support:** If the J-1 Scholar's support is from a source other than DU, evidence of funding must be included with this request. If supported by personal funds, a bank statement in US\$ must be provided. If supported by government or international funds, an official statement translated into English with funds converted to US\$ must be provided.
11. **Begin a New Program:** To "begin a new J-1 program" usually means the J-1 Scholar will come from his/her home country of citizenship or residence directly to the US.
12. **Transfer:** To "transfer to DU" means the J-1 Scholar is already in the US at another institution and is invited to transfer to a program at DU within the same J-1 category and field. Copies of all Forms DS-2019 issued by the other institution(s) must be attached to this form. Please submit a "transfer" request with a lead time of six weeks to provide time for DU to obtain an official release from the current institution.
13. **Insurance Requirement:** Health and accident insurance coverage is mandatory for all J-1 Scholars and their J-2 dependents while they are in the US. The J Scholar Insurance Attestation must be completed prior to DS-2019 issuance.
14. **C.V./Resume:** A C.V. or resumé (in English) must be attached to the J-1 Request Form.
15. **Passport:** Attach a legible copy of the ID page(s) of the passport for the J-1 Scholar and any dependents.
16. **Part B:** Part B (Employee Profile) should be completed and signed by the J-1 Scholar, if possible; a fax is acceptable. If the information is obtained by phone or email, a departmental designee should sign to verify its accuracy. Please obtain the information and compile all the attachments before submission.

Please send the completed J-1 Scholar Request Form (Parts A & B) and required attachments to:

Laura Buhs, Int'l Scholar Advisor, ISSS
2200 S. Josephine St., Denver, CO 80208
Phone: 303-871-7861, Fax: 303-871-4910
E-mail: lbuhs@du.edu

DS-2019 Request Form – Part B

Exchange Visitor Profile – *to be completed by scholar*

Department inviting J-1 Scholar: _____

Family Name from passport _____ First Name from passport _____ Middle Name from passport _____

Gender: Female Male

_____ Date of Birth (mm/dd/yyyy) _____ City of Birth _____

_____ Country of Birth _____ Country of Citizenship _____ Country of Legal Residence _____

_____ Highest Degree Earned _____ Field of Study/Specialty _____ Title of Position in Home Country _____

_____ Name of Current Employer _____ Type of Employer in Home Country (university, private company, local government) _____

List all previous periods of J status (attach a separate sheet if necessary) and include copies of all Forms DS-2019:

_____ J-1 Program Sponsor _____ Start Date (mm/dd/yyyy) _____ End Date (mm/dd/yyyy) _____ J Category _____

Dependent Information: If your dependents (spouse and unmarried children under age 21) will come to the US in J-2 status, you must provide evidence of sufficient financial support prior to the issuance of the Form(s) DS-2019 (\$350 per month per dependent). List below dependents who will come to the U.S. in J-2 status:

	Spouse	Child 1	Child 2	Child 3
Family Name from passport				
Last Name from passport				
Middle Name from passport				
Date of Birth (mm/dd/yyyy)				
City and Country of Birth				
Country of Citizenship				
Country of Legal Residence				
	<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 <input type="checkbox"/> Male

US government and DU regulations require that all J Exchange Visitors have health and accident insurance meeting specific US Department of State requirements during their J program in the US. If you or your dependents are not covered at the time of arrival, you must purchase coverage upon arrival.

I certify that the information provided is true and accurate to the best of my knowledge.

_____ Signature of J-1 Scholar _____ Date _____ Phone Number _____

Mailing Address: _____ E-mail Address _____

Forward to Inviting Department the following documents:

- Proof of financial support, if non DU C.V. or resume
- Insurance attestation Copy of biographical page(s) of passport for you and dependents, if any

Please note: All J-1 Scholars must schedule an orientation session with International Student and Scholar Services (ISSS) within 10 days of arrival at DU. Please contact the scholar advisor at (303) 871-7861 or ibuhs@du.edu.