

J-1 Scholar Request Form

Instructions

- 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) remind the J-1 Scholar to make an appointment with ISSS upon arrival at DU; and 3) notify ISSS when the J-1 Scholar completes his/her program at DU.
- Academic Credentials:** The department must ensure that the J-1 Scholar has the appropriate academic credentials to perform the proposed activity.
- English Proficiency:** Departments must determine that the scholar has English Proficiency sufficient to perform the academic activity & function on a day-to-day-basis. 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. Departments must submit scores from a recognized English Language test, certification from an academic institution or English Language school, or evidence of an in-person or teleconference interview.
- 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.
- 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.
- Maximum Length of Stay:**

Research Scholar or Professor	5 years
Short-term Scholar	6 months
Specialist	1 year
- 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.
- 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.
- 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	\$1,450 per month = \$17,400 per year
J-2 Spouse	\$ 440 per month = \$5,280 per year
J-2 Child	\$ 440 per month = \$5,280 per year per child
- 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.
- 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.
- 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.
- 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.
- C.V./Resume:** A C.V. or resumé (in English) must be attached to the J-1 Request Form.
- Passport:** Attach a legible copy of the ID page(s) of the passport for the J-1 Scholar and any dependents.
- 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 A

Department Request and Verification – *to be completed by department*

Department inviting J-1 Scholar: _____

J-1 Scholar's Family Name _____ First Name _____ Middle Name _____

This request covers the period from: _____ **TO** _____
(mm/dd/yyyy) (mm/dd/yyyy)

Please check: Begin a New Program Extend current status Transfer to DU

Please check: Research Scholar Short-term Scholar (up to six months)
 Professor Specialist

Site of academic activity: _____
Name of Department/Institute Address

Please describe briefly the activity to be performed by the J-1 Scholar during his/her program. Identify the specific research area or area of instruction.

English proficiency sufficient to perform academic activity & function on a day-to-day basis has been evaluated by:
 Recognized English language test Certification from the academic institution or English Language School
 In-person or teleconference interview (Attach proof) English is an official language of scholar's country

During the period covered by this request, financial support (in US \$) will be provided to the J-1 Scholar by (check all that apply):

A. University of Denver \$ _____

The University of Denver **has** **has not** received funding for international exchange from one or more U.S. government agencies to support this J-1 Scholar. This does not apply to federal grants awarded to DU, unless the grant is specifically for international exchange.

Financial support from organizations other than DU will be provided by (check all that apply):

- B. U.S. Government Agency _____ \$ _____
- C. International Organization _____ \$ _____
- D. The J-1 Scholar's Government _____ \$ _____
- E. The Binational Commission in the Scholar's Country _____ \$ _____
- F. Other organization(s) providing support _____ \$ _____
- G. Personal Funds _____ \$ _____

Name of Faculty/Staff Sponsor Faculty/Staff Sponsor Signature Date

Faculty E-Mail Faculty Phone #

Name of Department Chair Department Chair Signature Date

Department Contact's Name Department Contact E-Mail Contact Phone #

Please indicate below your preference for receiving the DS-2019 once it is issued:

- Notify department contact to pick up.
 Mail to department address (provide campus address): _____

Attach: Part B Proof of financial support, if non DU Insurance attestation
 C.V. or resume Copy of biographical page(s) of passport (including dependents, if any)
 Evidence of English Proficiency

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 _____ Most Recent Position in Home Country _____

Employer/Institution in Home Country _____ Type of Employer/Institution in Home Country (university, private company, local gov't) _____

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 (\$440 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				
First 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

U.S. 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 U.S. 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 lbuh@du.edu.