



## INSTRUCTIONS FOR COMPLETING DS-2019 REQUEST FORM FOR PROFESSORS, RESEARCHERS, SHORT-TERM SCHOLARS OR SPECIALIST

**General Information About Exchange Visitor Status:** The Exchange Visitor (J-1) Program, under the oversight of the United States Department of State, is designed to bring non-immigrants into the United States for temporary visits (usually 5 years or less) as students, teachers, researchers, professors, scholars, etc. At the conclusion of their J-1 program, most exchange visitors are required to return to their home country for two years before they are eligible to change to another non-immigrant status (for example, F-1, H-1, etc.) or to become permanent residents. Those exchange visitors who are required to return home are said to be “subject to 212 e,” the section of the law that requires the “two-year home country residence requirements.”

A prospective exchange visitor receives a Certificate of Eligibility, Form DS-2019 from the J-1 program sponsor who will be supervising his or her J-1 program in the United States. Florida International University has been certified as a program sponsor, and we bring visitors to our campus as professors, researchers, short-term scholars or specialist. Documentation of the exchange visitor’s proposed activities, funding and English language proficiency are required prior to issuance of the DS-2019 form. Sponsorship of a faculty member and approval of the Department Head and Academic Dean are also required.

The individual charged with oversight of the University’s J-1 program is the J-1 Responsible Office, the Director of the Office of International Student and Scholar Services. This individual signs Forms DS-2019 and interprets the J-1 regulations for exchange visitors, faculty, and other members of the University community.

Information about the Exchange Visitor Program and relevant regulations should be addressed to Dr. Ana M. Sippin, Director, Office of International Student and Scholar Services, GC 355, extension 7-2421.

**General Information about Completing Attached Form:** A faculty member who wishes to invite foreign visitors to Florida International University for a maximum of five years should use the attached application. It is NOT to bring visitors here as students. The faculty member, not the prospective exchange visitor, should complete all sections and then secure approval from the Department Head and the Academic Dean. The Form DS-2019 is prepared in the Office of International Student & Scholar Services and then returned to the faculty sponsor to be mailed to the exchange visitor. Completed forms with required documents should be mailed to the exchange visitor. Completed forms with required documents should be submitted two months in advance of the anticipated program dates whenever possible.

**Exchange Visitor Information:** This information must be completed in full; it will later appear on the Form DS-2019. In the section describing the exchange visitor’s study and research activities at FIU, please indicate any employment or anticipated employment as well as the study and research activities planned. For employment to be legal, it must be stated on the Form DS-2019. Consult with ISSS if you have questions about completing this section.

**Documentation of Funding:** For funding from Florida International University, U.S., or home-country government, bi-national commission, or organizational sponsor, attach an original letter of support. The letter must be typed on letterhead, show the exchange visitor’s name, the dates of sponsorships, the specific dollar amount to be provided, indicate that sponsorship is for the exchange visitor’s work at FIU, and be signed in the original application with a current date. Letters without a current date or without specific dollar amounts are not acceptable. The documented funding must be sufficient to provide for exchange visitor’s support during the period of FIU sponsorship. See attached for information about minimum amount required. If any part of FIU funding was provided by U.S. government grants awarded specifically for the purpose of international exchange or to support this specific exchange visitor, the sponsoring faculty member should consult with the Director of ISSS. This could affect the legal status of the prospective exchange visitor. For personal or private support, an original bank letter, and if applicable, original letter of sponsor’s support (or Form I-134) must be attached. The funds on deposit must be sufficient for the full length of the exchange visitor’s stay.

**Exchange Visitor’s Dependents:** Dependents of J-1 exchange visitors enter the United State as J-2 dependents. Documentation of additional funds to support dependents is required. The Responsible Officer will issue a separate form DS-2019 for each prospective dependent to enable each one to apply for a J -2 visa.

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**Exchange Visitor Medical Insurance:** The Department of State requires that all exchange visitors and their J-2 dependents maintain medical insurance adequate to pay medical expenses in case of medical emergency. In compliance with its responsibilities under federal law, FIU requires that all exchange visitors and their dependents purchase the medical insurance policy available in the Office of International Student and Scholar Services. This policy must be purchased for the exchange visitor and all J-2 dependents. Dependents on J-2 status must be enrolled in this medical insurance plan for the duration of their approved program prior to issuance of the Form DS-2019. (Many departments pay the medical insurance for the exchange visitor with a requisition). For exchange visitors receiving the standard benefits package for employees including medical insurance, consult with ISSS about requirements.

**Certification of Faculty Sponsor/Department Head/Academic Dean:** We rely on you to verify the credentials of the prospective exchange visitor, English language proficiency, conduct academic advising, and to monitor closely his/her activities during the period FIU sponsorship, including compliance with the Department of State/FIU medical insurance requirement. We have general oversight responsibilities for all FIU exchange visitors and are available to assist you in understanding the regulations or with any concern related to the Exchange Visitor Program.

**Attachments:** A copy of the resume or curriculum vitae, the financial support documents, verification of English language proficiency and the list of accompanying dependents must be attached.

**Notice of Arrival:** When the exchange visitor arrives, please NOTIFY ISSS and HAVE THE EXCHANGE VISITOR REPORT TO THE OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES WITH FORM DS-2019, PASSPORT AND I-94 within 10 days of arrival in the United States. A local address and email address must be provided for the J-1 and each dependent.

**Notice of Departure:** When the exchange visitor completes the program objective at FIU or terminates his or her program at FIU before the completion date listed on the DS-2019, please notify Barbara Bormey via e-mail: [barbara.bormey@fiu.edu](mailto:barbara.bormey@fiu.edu)

**Cancellation/Denial of Visa:** When a prospective J-1 exchange visitor cancels or is denied a visa, please notify Barbara Bormey via e-mail: [barbara.bormey@fiu.edu](mailto:barbara.bormey@fiu.edu). The DS-2019 must be returned to ISSS.

## **ESTIMATE OF LIVING EXPENSES FOR EXCHANGE VISITORS AND FAMILIES**

The estimate for living expenses for Exchange Visitors and their families is listed as a minimum requirement. Exchange Visitors must provide evidence of funding as follows:

EXCHANGE VISITOR:	\$1,500 per month
SPOUSE:	\$ 600 per month
EACH CHILD:	\$ 400 per month

Official offer of employment letters from FIU, a bank letter, or letters from a government, organization or foundation may fulfill this requirement. Letters must be written in English on official letterhead. Funding must be indicated in US dollars. Original letters are required.