

J-1 Exchange Visitor DS-2019 Request Form

The purpose of the J-1 Exchange Visitor Program is to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges. The International Student and Scholar Services (ISSS) Office is authorized by the U.S. government to manage the J-1 Exchange Visitor Program at San José State University.

The ISSS role is to process the immigration document (Form DS-2019) required by the U.S. federal government for the visiting scholar's J-1 visa application and entry to the U.S. Please contact University Personnel to ensure compliance with university policies and procedures related to hosting J-1 visiting scholars in paid or unpaid research and teaching positions.

SJSU Host Department Responsibilities

To host an exchange visitor (EV) in the U.S. under the SJSU J-1 Exchange Program the host department must agree to:

- Verify that the exchange visitor's academic credentials are appropriate to the proposed research/teaching program objectives.
- Confirm that the exchange visitor has sufficient English proficiency (both oral and written).
- Arrange for office space deemed appropriate for the proposed activity.
- Inform ISSS of any changes to the exchange visitor's activity while at SJSU including termination of agreements.
- Mail the original DS-2019 Form(s) to the exchange visitor. The form cannot be scanned and sent by email.
- Assist the exchange visitor in finding housing accommodation. Please contact ISSS if assistance is required.
- Ensure the exchange visitor reports to the ISSS Office for the scheduled mandatory orientation, as communicated by ISSS, upon arrival to U.S. to complete the immigration document check-in process.
- Assist ISSS in monitoring exchange visitor's maintenance of adequate health insurance coverage for the duration of the program.
- Arrange any University access request (i.e. Tower Card, library card, parking) by working closely with University Personnel.

Application Process Overview

Submit the J-1 Exchange Visitor DS-2019 Request form at least 3-4 months prior to the planned program start date to allow ISSS to issue Form DS-2019 (s) and allow ample time for the exchange visitor to apply for the J-1 visa and make travel arrangements.

Submit the additional documents along with the DS-2019 request form:

- Photocopy of the principal EV's and any dependent's passport biographical page.
- Photocopy of previous J-1 and/or J-2 DS-2019s, if applicable.
- Proof of finances if funding is not provided by SJSU. EV must provide evidence of at least \$2000/month for self, \$1000/month for spouse, \$500/month for each child.
- Exchange visitor's resume or curriculum vitae.
- Photocopy of the invitation/appointment/ offer letter issued by the SJSU sponsoring department.

Send completed DS-2019 requests along with supporting documentation to international-office@sjsu.edu as a single pdf file or paper copies in campus mail. If you have any questions about the application process or concerns, please contact international-office@sjsu.edu, your inquiry will be directed to the appropriate person.

J-1 Exchange Visitor DS-2019 Request Form

This process is initiated by the SJSU hosting department. Once completed, please submit form and all supporting documents to the ISSS office at international-office@sjsu. We will contact the designated departmental liaison once DS-2019(s) is/are ready.

Please include the following:

- Copies of J-1 Exchange Visitor and any J-2 Dependent Passport Biographical Pages
- SJSU Appointment Letter
- Proof of Financial Support (if not funded by SJSU)
- Copy of Curriculum Vitae
- Copy of Diploma and English Translation (Scholars and Professors Only)
- J-1 Transfer-In Form (if applicable)

SECTION A. Exchange Visitor Program Information. To be completed by hosting department		
Family/Last Name(s):		
Given/First Name(s):		
Date of Birth (mm/dd/yyyy):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
DS-2019 Request Type:	<input type="checkbox"/> New Appointment <input type="checkbox"/> Transfer In	
J-1 Category:	<input type="checkbox"/> Short-Term Scholar (research or teaching for 6 months or less) <input type="checkbox"/> Research Scholar (research or teaching for 6 months or more) <input type="checkbox"/> Professor (teaching for more than 6 months) <input type="checkbox"/> Specialist (observe, consult, demonstrate special skills)	
Department:		
Appointment Dates	Start Date (mm/dd/yyyy):	End Date (mm/dd/yyyy):
Appointment Title:	CIP Code: (a list of CIP codes can be found here . Must be 6 digits, XX.XXXX) <i>Choose a CIP code in the incoming Exchange Visitor's field of study/research</i>	
Activity: (Select all that apply) <input type="checkbox"/> Teaching/Lecture <input type="checkbox"/> Research <input type="checkbox"/> Observing/Consulting		
Describe Subject or Field of Research: (For example: Teach courses in...; observe techniques, learn skills, or conduct research in xyz)		
Site of Activity: Indicate the physical location of scholar's activity. Include all relevant on or off-campus sites.		
<input type="checkbox"/> Main SJSU Campus Campus building name or address:		
<input type="checkbox"/> Other Primary or Secondary Site (provide location name and address below) Location Name:		
Address:		

SECTION B. Certification of English Language Proficiency Statement To be completed by hosting supervisor

The Department of State requires exchange visitor to have “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successful to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.11(a)(2)]. Please indicate how you evaluated the English proficiency for the prospective EV.

Certification by SJSU Sponsor or Host

Date of Interview (mm/dd/yyyy):

Time of Interview:

Method: In-person Phone Video Conference

Copy of TOEFL or IELTS test score

- The test must have been taken within the past 5 years
- IELTS overall band score of 7.0 or higher
- TOEFL test score must be 550 (paper-based), 213 (computer-based) or 80 (internet-based iBT)

By signing below, I confirm that I have conducted an interview with the prospective J-1 Exchange Visitor and/or verified that the Exchange Visitor has sufficient English language proficiency not only to successfully participate in his/her program but also to function on a day-to-day basis.

Signature of Supervisor	Date:
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SECTION C. Proof of Financial Support

If financial support is not provided by SJSU, then funding (scholarship letter, bank statement, etc.) with specific currency amount, converted to U.S.dollars and translated into English, must be provided by the Exchange Visitor. Include a letter of financial support if sponsored by a third party. If sponsored by personal funds of a friend or family member, the Declaration of Finances form must also be included. Funding documentation must be issued within the past 6 months. Exchange Visitors must provide at least \$2000/month proof of funding for self, \$1000/month for spouse, and \$500/month for each child.

Funding Source	Amount Per Month	Number of Months	Total Amount
San Jose State University-Salary (for length of visit)			
San Jose State University-Other source (Specify below)			
Exchange Visitor’s Home Country Government (Specify below, , e.g. China Scholarship Council)			
Other Organization (Specify below, e.g. home institution)			
Personal Funds (including family funds)			
Total Amount Available for Program			

SECTION D. Departmental and College Approval. Signature Authorization.

Your signature indicates you agree to the following: The sponsoring faculty or department will assist the Exchange Visitor upon arrival at SJSU. The proposed activity is suitable to the Exchange Visitor’s background, needs, and experience. The Exchange Visitor and family members have sufficient funding for their stay. The Exchange Visitor is aware of the health insurance requirement and is clear as to who is responsible for paying for insurance premiums. The Exchange Visitor will engage only in activities that are consistent with the intended program while at SJSU. The sponsoring department will inform ISSS when conditions of financial support change, position/title change, early completion or termination of program will occur, or if the Exchange Visitor will be outside the U.S. for more than 30 days.

Name	Signature	Date	Phone Extension
Sponsoring Faculty:			
Department Host Contact (if any):			
Department Chair:			
College Dean:			

SECTION E. Exchange Visitor Information. To be completed by the prospective EV. Enter all information as it appears in the passport.

Family/Last Names (s):		Given/First Name (s):	
Date of Birth (mm/dd/yyyy):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Email:	
City of Birth:		Country of Birth:	
Country of Citizenship:		Country of Legal Permanent Residence:	

Your current or last position in your home country.

University Graduate Student University Teaching Staff including Researchers Other:

Home Institution Name (in your home country):

Are you currently in the United States?

No

Yes *If yes, indicate your current immigration status: _____ (i.e. F-1 OPT, B-1, J-1, J-2, etc.)

*Individuals who are present in the US in a status other than J-1 must obtain J-1 status prior to beginning their Exchange Visitor program.

Transfer: If you are currently in J-1 status and *transferring* your J-1 program to SJSU, submit the SJSU's J-1 Transfer-in form.

Consular Application: If you are leaving the U.S. and returning after obtaining a J-1 visa at an U.S. Embassy/Consulate, then provide travel dates:

Have you previously participated in a J-1 or J-2 program?

No

Yes If yes, include previous J program start and end dates: _____

Will any dependent(s) (spouse or child) accompany you during your J-1 Exchange Visitor program?

No

Yes If yes, complete Section G.

SECTION F. Exchange Visitor Certification

I hereby attest that the copies of the documents I have submitted are of unaltered original documents. I understand that I may be required to submit original documents to an immigration, consular, or SJSU school official at a later date. I also attest that any translations included in this application are accurate.

Exchange Visitor Signature:	Date:
Exchange Visitor Printed Name:	

SECTION G. Dependent Information

Only complete this section if requesting a J-2 dependent DS-2019(s). Only spouses and unmarried children younger than 21 are eligible. Enter information as it appears on passport and attach additional pages if necessary. *Please include a copy of the passport biographical page of each dependent.*

1. Family/Last Name (s):		Given/First Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Date of Birth (mm/dd/yyyy):	
City & Country of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
2. Family/Last Name (s):		Given/First Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Date of Birth (mm/dd/yyyy):	
City & Country of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
3. Family/Last Name (s):		Given/First Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Date of Birth (mm/dd/yyyy):	
City & Country of Birth:	Country of Citizenship:	Country of Legal Permanent Residence:	
4. Family/Last Name (s):		Given/First Name(s):	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Relationship: <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Date of Birth (mm/dd/yyyy):	