University of Colorado Boulder

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DEPARTMENTAL REQUEST FOR DS-2019 FOR AN EXCHANGE VISITOR (completed by Department):

The University assumes responsibility of some magnitude in undertaking visa sponsorship for an international visitor ("exchange visitor") in the J visa category. All visitors on a CU-Boulder J program must have at least the equivalent of a Bachelor's degree. Please provide complete and accurate information about your visitor, the purpose and goals of the visit, and his/her funding. We, in turn, are responsible for guaranteeing this information to the U.S. government.

***Beginning 9/10/12, departments will be charged a $100 fee for ISSS to process a DS2019 document for the visitor. Departments can pay this fee by providing ISSS with a speedtype (see below). ***

By agreeing to host the international visitor, departments agree to provide office space and support to the visitor for the duration of the J program. The hosting faculty member must be physically present on campus for the duration of the visitor's J program and also assumes responsibility for ensuring that:

- **the visitor has sufficient English proficiency to participate in the J program,**
- **the activities as outlined in this form are appropriate for University sponsorship of the J visa,**
- **the visitor has the education and experience to fulfill the objectives listed here and**
- **he/she (host) maintains regular contact with the visitor to ensure the goals of the program are being met.**

The following information is necessary for ISSS to prepare a DS-2019 form. This form is needed by a visiting scholar in order to obtain the J-1 visa to come to the University of Colorado at Boulder, to extend his/her J status, or to transfer to another program.
NOTE: THE SIGNATURES OF THE INVITING CU-BOULDER FULLTIME FACULTY MEMBER (NOT ADJUNCT FACULTY) AND THE DEPARTMENT CHAIR ARE REQUIRED.

INFORMATION ABOUT THE PROPOSED J PROGRAM AND SCHOLAR:

Speedtype to Charge the $100 fee to: _____

Exchange Visitor's Family Name_____ First Name _____
(as listed in the passport)

Date of Birth:_____ Country of Citizenship: _____

This request is for the visitor to:
☐ Begin a new J program at CU Boulder
☐ Extend a current CU Boulder J program
☐ Transfer from a different J program to CU Boulder's J program*

[*note: The J-1 scholar is not eligible to transfer if s/he has already obtained a waiver of the 2 year home residency rule.]

Specific dates of appointment/sponsorship for the J1 program at UCB: From **_____ to _____
(month/day/year) (month/day/year)

[**use dates of appt only. Do not include travel dates. Visitor can arrive 30 days before and leave 30 days after the program end date]

University of Colorado Title: _____ Specify Academic Field: _____
(e.g. Research Associate, Visiting Professor, etc.)

Describe the proposed activity the visitor will be engaged in for the duration of the J program:

_____

Does the visitor have sufficient English proficiency to successfully engage in the tasks described above? ☐ Yes ☐ No

How was the English proficiency of the visitor determined? (check all that apply):

☐ Prior personal interactions with visitor ☐ Oral interview ☐ Correspondence with visitor

☐ Other (explain, e.g. English proficiency test scores

Explain how the host faculty member will monitor the progress and welfare of the visitor to ensure that s/he obtains sufficient advice and assistance to fulfill the objectives of this J program:

_____

Address where the visitor will be conducting their activity/doing their research (Include the complete addresses for all sites of activities, if multiple. Use a separate sheet if necessary):

Address1:_____ Address2:_____

City: _____ State: _____ Zip:_____

Check which J Category you are requesting for Exchange Visitor (one box only):

☐ **Research Scholar** - primary activity: research. *Maximum time allowed:* ***5 years.***
(*NOTE: Scholar will be subject to a 2 year bar to repeat participation upon completion of their J program.*
*See:*http://www.colorado.edu/oie/sites/default/files/attached-files/27%20J%20PROFESSOR%20OR%20RESEARCH%20SCHOLARFAQ.pdf

☐ **Professor** - primary activity: teaching. *Maximum time allowed:* ***5 years.***
(NOTE: Scholar will be subject to a 2 year bar to repeat participation upon completion of their J program.
*See:*http://www.colorado.edu/oie/sites/default/files/attached-files/27%20J%20PROFESSOR%20OR%20RESEARCH%20SCHOLARFAQ.pdf

☐ **Short Term Scholar** – primary activity: lecture, consulting, attendance at seminar/conference/study tours.
Maximum time allowed: ***6 months.*** No extensions.

☐ **Specialist** – for experts in a specialized field to observe, consult, demonstrate special skills.
Maximum time allowed: ***1 year****.* No extensions.

FINANCIAL SUPPORT INFORMATION:

There must be documentation of sufficient funding to cover the living expenses of the visitor (and dependents, if applicable) for the time they are here. The University estimates the minimum amounts needed to cover living expenses are:

- $22,136/yr for the visitor (or $1845/month)
- $11,068/yr for the visitor's spouse (or $922/month)
- $10,568/yr per child (or $881/month)

NOTE: If the department is hiring the visitor, be aware that the visitor **CANNOT** be put into student job classes. ****Teaching Assistant and Research Assistant are STUDENT classifications for STUDENT employees and by federal regulations are NOT APPROPRIATE for J scholars.** Common and appropriate job titles for scholars in research positions are: Professional Research Assistant or Research Associate. For scholars in teaching positions common titles are: Visiting Professor, Instructor, or Lecturer.

Indicate the source of funding for the exchange visitor below. All documentation should be dated within the last six months. If these documents are not in English, please provide a translation in English.

Funding Source:	**Amount of Funding for Entire Period of the J-1 program as requested on page 1:**
CU Funding (attach a copy of the offer letter.)	$ _____ *only indicate salary amount.
Exchange Visitor's Government (attach documentation on letterhead)	$ _____
Other Organizations (attach documentation on letterhead) ***Documentation from other organizations should consist of a letter from that organization indicating the amount of money to be provided and including the dates during which the funds will be provided. The letter must be dated and be on official letterhead.*	$ _____
Personal Funds, including sabbatical leave funds (attach documentation on letterhead) ***This may be a recent bank letter, on letterhead, stating the balance in the account of the visitor. If the bank account belongs to someone else, the account holder must write a letter indicating he/she will pay for the scholar's expenses for the dates the scholar is here. Sabbatical leave is documented by a university letter on letterhead regarding sabbatical leave and indicating amount of pay for the specific time period (specific dates must be indicated).*	$_____

DEPARTMENTAL RESPONSIBILITIES AND ATTESTATIONS:

- We acknowledge that the J-1 visa program cannot be used for tenure-track or tenured faculty appointments.
- We have determined that the visitor has sufficient English proficiency to participate in this program.
- We have determined that the visitor has the appropriate education (at least the equivalent of a Bachelor's degree) and experience to perform and participate in this proposed program of research/teaching.
- We will ensure office space and support for the scholar for the duration of his/her program at the University of Colorado.
- The host faculty member will be physically present for the duration of the visitor's program.
- We will monitor the visitor's progress to ensure successful completion of this program.
- We have verified that the financial support listed above is available to the visitor.
- We certify that the information provided on this form is true and accurate.

Host Faculty Member's Name (Printed): _____ Signature: _____ Date: _____

Department: _____ Title: _____

Email _____ Phone: _____

Department Chair's Name (Printed): _____ Signature: _____ Date: _____

Once the DS-2019 form has been processed, ISSS will send it, and a packet of instructions back to the host faculty member, who can then forward it on to the exchange visitor.

REMEMBER: YOUR VISITOR MUST COMPLETE AND SUBMIT THE FORM "VISITING SCHOLAR INFORMATION" FOUND AT http://www.colorado.edu/oie/cu-boulder-hiring-departments/j-1-scholar-procedures. WE CANNOT PROCESS THIS REQUEST WITHOUT YOUR VISITOR'S INFORMATION. PLEASE MAKE SURE YOU SUBMIT:

1. THIS FORM
2. YOUR VISITOR'S FORM, ALONG WITH THE REQUESTED SUPPORTING DOCUMENTS AND

Please indicate here how you would like ISSS to send the completed DS2019 and instruction packet so that you can forward it on to your visitor:

☐ By Campus Mail at campus box _____Attention to: _____

or

☐ Call for Pick Up at Tel No _____ Name of Person at this Phone No.: _____

When submitting this to ISSS, please make sure all the following are included in the same packet:

✓	Item	Notes
☐	This Department request for DS2019	3 pages. Ensure the speed type is not a 30 or 31 speed type number. Ensure that both the host faculty member and the Department Chair have signed on page 3.
☐	Funding Documentation	Include funding documentation.
☐	Visiting Scholar Information	Ensure all necessary blanks are filled in for the scholar, including dependent information
☐	Visitor's Passport bio-data page	The scholar (and all dependents) must submit a photo copy of his/her passport bio-data page.
☐	Insurance Compliance Form	All scholars are required to have insurance the entire duration of program. If this is not included with the original DS-2019 submission, the scholar MUST bring it to ISSS check-in after arriving and insurance MUST begin on the date of the J1 program start date.
☐	Emergency Contact Information (page 2 of Visiting Scholar Information)	If this is not included with the original DS-2019 submission, the scholar MUST bring it to ISSS check-in after arriving.
☐	Signed Summary of J Exchange Visitor Rules	Ensure that this is signed by the scholar.
☐	Previous DS-2019's	Only required for Transfers of J-1 programs to CU from other institutions