University of Colorado **Boulder**

Department: Prospective Exchange Visitor Program Worksheet

Obtain a copy of the prospective exchange visitor's passport to reference when completing the DS-2019 Request e-forms.

Review the completed *Scholar: Prospective J-1 Exchange Visitor Intake Form* to answer the following questions. Discuss answers with the ISSS advisor assigned to your department, if necessary, prior to initiating the *DS-2019 Request* process.

Has the prospective exchange visitor completed a bachelor's degree or higher?

☐ Yes ☐ No—Request a student intern exchange visitor program.

Is this a J-1 exchange visitor SEVIS transfer request? *A transfer means the exchange visitor is currently inside the U.S. in active J-1 status and intends to transfer their SEVIS record to CU without a break in the exchange visitor program.*

☐ No ☐ Yes— Review the exchange visitor program category maximum participation limits chart to ensure the proposed program does not exceed Department of State limits.

        Has the exchange visitor received a favorable U.S. Department of State recommendation for a 212(e) waiver? ☐ No ☐ Yes—Once an exchange visitor receives a U.S. Department of State recommendation for a 212(e) waiver, they are no longer eligible for a J-1 exchange visitor program transfer.

Is the prospective exchange visitor currently in the U.S. in a nonimmigrant or immigrant visa status?

☐ No ☐ Yes—*Contact your ISSS department advisor to discuss impact on the proposed exchange visitor program.*

Has the prospective exchange visitor *previously* held J-1 or J-2 status in the U.S.?

☐ No ☐ Yes—*Contact your ISSS department advisor to discuss impact on the proposed exchange visitor program.*

Is this person already affiliated with the CU system (e.g., previous student or scholar on any CU campus)?

☐ No—You must submit the *Add New Person* e-form in the Departmental Services portal to create a profile in MyISSS.

☐ Yes— A profile should already exist in MyISSS. The *Add New Person* e-form is *not* required.
- An HCM position or POI record is required for all J-1 exchange visitor (even if they already have a MyISSS profile).
  - If the prospective exchange visitor does not already have a record in HCM or an Employee ID, it will be generated when the HCM record is created for the exchange visitor program (see instructions below).
    - Email the Employee ID to the ISSS advisor assigned to your department as soon as it is generated so ISSS can add the Employee ID to the MyISSS profile.
    - Do not initiate the *DS-2019 Request* until ISSS confirms the Employee ID has been added to the profile.
- The Employee ID from the HCM record is required to initiate the *DS-2019 Request* and must be entered on the *Host Department Information* e-form.

Information for HCM Record Creation

Departments must add/update a position or Person of Interest (POI) record in HCM (directly or with the assistance of the HR Service Center) for all incoming J-1 exchange visitor scholars including scholars who already had an affiliation with CU *prior to* taking any actions in the MyISSS Departmental Services Portal.

- If your department will use the HR Service Center to create/update the HCM record:
  - Typical processing time for an HR Service Center Person of Interest (POI) Form is 2-3 days.
    - Instructions for completing the HR Service Center (HRSC) Person of Interest (POI) Form
- If your department will create the HCM record:
  - Review the following HCM resources: Avoiding Duplicate Records, POI HCM Record Practices, Add a POI, Maintaining a POI Relationship, Create a Position in HCM, and Hiring an Employee in HCM before entering information in HCM.

- Review the ***Scholar: Prospective J-1 Exchange Visitor Intake Form*** completed by the prospective exchange visitor for additional information required for HCM data entry.

- If the prospective exchange visitor already has a record in HCM:
    - Update the HCM record as necessary (Entering Job Changes, Maintaining a POI Relationship, Create a Position in HCM, Updating a Position, Rehiring an Employee) to reflect the new exchange visitor program.
    - Do not submit the *Add New Person* e-form in the MyISSS Departmental Services Portal.
    - You will use their Employee ID and date of birth to link the *DS-2019 Request* to their MyISSS profile.

- If the prospective exchange visitor already has a MyISSS profile and no HCM record:
    - Once an HCM record is created, email the Employee ID to the ISSS advisor assigned to your department so ISSS can add the Employee ID to the MyISSS profile.
        - Do not initiate the DS-2019 until ISSS confirms the MyISSS profile has been updated.
    - Do not submit the *Add New Person* e-form in the MyISSS Departmental Services Portal.

- If you have questions about whether or not a MyISSS record exists for a prospective exchange visitor, contact the ISSS advisor assigned to your department or institute.

Position/POI Information

Effective Date: _____
No more than 6 months in the future

End Date: _____
End date for university access

Sponsor's Name: _____

Sponsor Position Number: _____
8 numeric digits starting with 00

Does the Position/POI Require a Background Check (BGC)? ☐ No ☐ Yes—_____
Justification for BGC

Position/POI Dept Number: _____
Sponsoring department's 5-digit org number

If applicable: *POI Type* (select all that apply)

☐ External Trainee (00007) ☐ External Instructor (00018) ☐ Other (00010)

☐ Volunteer (00020) ☐ Affiliate (00012) ☐ Visiting Scholar (00021)

☐ Pre-Employment (00013) ☐ Electronic Research Admin (00032) ☐ Security Access (00015)

☐ Affiliate—NCAR/UCAR (00036) ☐ Volunteer Clinical Faculty (00017)

Information for Add New Person E-Form (In "Tasks" section of MyISSS Departmental Services Portal)

Review the prospective exchange visitor's passport and *Scholar: Prospective J-1 Exchange Visitor Intake Form*.

Full Name as it appears in the Machine-Readable Zone of the Passport

Last Name: _____

First and Middle Name: _____

Date of Birth (MM/ DD/ YYYY): _____   Gender: ☐ Female ☐ Male ☐ Other

Preferred Email Address: _____

Campus: Boulder Main Campus

Requested Immigration Status: J-1   Employee ID Number: _____

Network ID (if available from a previous CU program): _____

Host Department Information E-Form (First E-Form in the DS-2019 Request)

Host Supervisor

There must be at least one individual who is full-time CU Boulder faculty (not an adjunct) who will be present (not on sabbatical) for the duration of the exchange visitor's program. Full-time advanced or senior researchers (not on a post-doc position) who have a supervisory role at CU Boulder are also allowed. For research institutes/departments submitting an exchange visitor program *DS-2019 Request* where the host supervisor for the exchange visitor program is *not* full-time CU Boulder faculty/staff, you must also submit the *CU Boulder Supervisor Form* (available on the *DS-2019 Request* e-form landing page).

Name: _____   Title: _____

Email: _____   Phone: _____

Office Location: _____

Supervisor is: ☐ Faculty (not adjunct)   ☐ Advanced/ senior researcher with supervisory role

Supervisor will be present (not on sabbatical) for the full duration of the program
☐ Yes   ☐ No—Submit the *Exchange Visitor (Scholar) Change in Supervisor Form* (available in the MyISSS Departmental Services portal) to notify ISSS of the change in supervision when it occurs.

Supervisor is full-time faculty/staff:
☐ Yes   ☐ No—CU Supervisor Name: _____   Title: _____
Submit the *CU Boulder Supervisor Form* (on DS-2019 Request landing page) with this *DS-2019 Request*.

Requested DS-2019 Start Date: _____

Review the completed *Scholar: Prospective J-1 Exchange Visitor Intake Form.*

Exchange Visitor's Information (POI/HMC) Section):
- Highest Educational Level Completed

Additional Information (DS-2019 Request Section):
- Country of Citizenship, Country of Permanent Residence, Previous J status, Currently in the U.S./Has Active Status, Current DS-2019 Information (if SEVIS transfer)

Speedtype for Processing Fee: _____
Cannot be 30, 31, 35, 50, 71, 72, 73, 74, 78, 80, and 99

DS-2019 Request Program Information & Details

Required for the remaining e-forms in the DS-2019 Request in MyISSS Departmental Services Portal

Program Details: ☐ DS-2019 Request: Exchange Visitor Program Details-Scholar

Documentation: ☐ English Proficiency   ☐ University Offer Letter (if applicable)
☐ Internal Export Control Review Documentation (if applicable)

Issue: ☐ Invitation Letter (benefits-eligible) or Invitation Letter (not benefits-eligible)
☐ Exchange Visitor Program Summary Document

Complete (if applicable): ☐ Attestation of Third-Party Hosting Exchange Visitor

☐ Exchange Visitor Permissible Contact with Human Participants and/or Animal Subjects

Notes: