



## Department: Exchange Visitor Program Details- Internal Transfer

Exchange Visitor's EmplID: \_\_\_\_\_ Exchange Visitor's Date of Birth: \_\_\_\_\_

Exchange Visitor [Program Category](#):  Short-Term Scholar  Research Scholar  Professor  Specialist

DS-2019 End Date: \_\_\_\_\_ Exchange Visitor's Email Address: \_\_\_\_\_

### Before Initiating a DS-2019 request for an internal transfer in the MyISSS Departmental Services portal:

- Confirm the exchange visitor's program end date will not exceed maximum participation limits for their J-1 exchange visitor program category (see [Scholar Exchange Visitor Categories chart](#)).
  - Consult the [ISSS advisor assigned to your department](#) if you have questions.
- Confirm the exchange visitor has not obtained a waiver of the [212\(e\) two-year home residence requirement](#).
  - **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 DS-2019 extension.**
- Confirm the exchange visitor has [adequate funding](#) for the duration of the exchange visitor program.
  - e.g., department offer letter with all required signatures, scholarship letter, bank letter/ statement, bank letter and affidavit of support
    - If the exchange visitor has CU Boulder funding: a copy of the offer letter and, if applicable, any addendums must be submitted.
- Verify that the exchange visitor will continue pursuing the original program goals and objectives outlined in the initial DS-2019 request, which was initiated by the original hosting department.
  - If you are unsure of the original program goals and objectives, contact your [ISSS advisor](#).
- Take the necessary steps in HCM to update the exchange visitor's POI or employee record (directly or with the [assistance of the HR Service Center](#)) to reflect the transfer to the new department.
  - [Maintaining a POI Relationship](#)
  - [Entering Job Changes](#)

## Host Department Information

Is the Host Supervisor full-time CU Boulder faculty (not an adjunct) who will be present (not on sabbatical) for the duration of the exchange visitor's program or a full-time advanced researcher (not on a post-doc position) with a supervisory role?

- Yes
- No—There must be at least one supervisor 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. A full-time advanced researcher (not on a post-doc position) who has a supervisory role at CU Boulder is also allowed. For research institutes/departments submitting an exchange visitor program *DS-2019 Request (Internal Transfer)* where the host supervisor for the program is *not* full-time CU Boulder faculty/staff, you must also submit the *CU Boulder Supervisor Form* [available on the *DS-2019 Request (Internal Transfer)* e-form landing page].

Will the host supervisor be present (not on sabbatical) for the duration of the exchange visitor program?

- Yes
- No—If the host supervisor will be on sabbatical at any point during the exchange visitor program extension, the department must submit the *Exchange Visitor (Scholar) Change in Supervisor Form* (available in the Departmental Services portal) to notify ISSS of the change in supervision during the sabbatical period.

## Program Information & Details in the New Department

Have the exchange visitor's program goals and objectives been revised since the initial DS-2019 Request in the current department?

- No
- Yes—Provide an explanation of how the exchange visitor program goals in the new department align with the original exchange visitor program goals and objectives.

Clinical/Patient Activity:

- No  Yes—[Exchange Visitor Permissible Contact with Human Participants and/or Animal Subjects](#) **Upload Required**

Description of the activity/contact with patients:

Is the exchange visitor a medical student?  No  Yes

Does the exchange visitor possess a medical degree?  No  Yes (obtain documentation)

## Position Information in the New Department

Position Title: \_\_\_\_\_ Position/Job Code: \_\_\_\_\_

Percentage Appointment: \_\_\_\_\_

Number of Hours of Per Week the Exchange Visitor Will Pursue their J-1 Activities: \_\_\_\_\_

Remote Work:  No  Yes-- \_\_\_\_\_ % of the work will be completed remotely  
*Exchange visitor scholars must pursue their program goals and objectives at least 3 days a week on the CU Boulder campus or the primary CU-sponsored work site.*

Employee or [Person of Interest](#) (POI) Type: \_\_\_\_\_

Eligible for CU Benefits:  No  Yes

Will the exchange visitor have additional job title(s)/position(s) during the exchange visitor program?

- No  Yes—Provide details regarding additional job title(s)/position(s). - e.g., title, position code, dates etc.

## Site of Activity

Will the exchange visitor program take place at a third-party site of activity?

- No
- Yes— NIST  NOAA
- Other—Departments must submit the [Attestation of Third-Party Hosting Exchange Visitor](#) signed by the CU Boulder host supervisor and person with signing authority at the third-party site.

Full address of all sites of activity/ research sites (physical address, not UCB mail stop)

## University Funding

CU Boulder Funding

- No
- Yes— \$ \_\_\_\_\_ for the duration of the exchange visitor program in the new department
- Obtain official offer letter including addendums (if applicable) signed by all parties
- \* University Offer Letter Upload Required**

Will exchange visitor be paid with funds that were awarded to CU from any government agency (e.g., NIST-PREP)?

- No
- Yes— Government Agencies \_\_\_\_\_

Amount(s): \_\_\_\_\_

Will the exchange visitor work on (and possibly be funded by) any sponsored research projects (federal grants, contracts, etc.) as part of the exchange visitor program?

- No
- Yes—Enter the Project PI, Email Address/Phone, Name of Project Sponsor, and Project Title for each project.

## Cultural Components

Examples:

- Attendance at US Conference       Cultural Discussion       Community Service
- Participation in Cultural Event       Training in US Teaching Pedagogy

List the cross-cultural goals/components and programming the host department will provide including dates of activities (if applicable).

- Provide the exchange visitor with an [Exchange Visitor Program summary document](#) (on department letterhead) that clearly explains program activities including the terms and conditions of employment activities (job duties, number of work hours, wages, compensation, and any typical deductions for housing and transportation), and a brief description of the cultural exchange activities that the department will provide.

**To return to an already initiated DS-2019 Request, click on “My Current Cases” tile under “Lists” in the Departmental Services portal to access the request.**