International Student & Scholar Services
UNIVERSITY OF COLORADO **BOULDER**

J-1 Exchange Visitor: DS-2019 Request Checklist- Internal Transfer

☐ 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 (2025 / 2026) 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 to update the exchange visitor's HCM record (directly or with the assistance of the HR Service Center) to reflect the transfer to the new department.

- Entering Job Changes
- Maintaining a POI Relationship
- Extending the Exit Date for POI Records

Departments that are HRSC-supported:

- Submit a request to HRSC to update the appointment.
- Provide the scholar's first and last name, employee ID, POI confirmation, new appointment information, sponsoring department, and sponsor's position number.

Departments that are not HRSC-supported:

- Add the appointment in HCM utilizing the 'Maintain Person of Interest' page; or
- Contact the HRSC for assistance.

☐ Compile the exchange visitor program details

Host Department Information E-Form:

- Host supervisor contact information in the new department
  - CU Boulder supervisor information (if applicable)

- Requested extended DS-2019 end date

- Speedtype for DS-2019 processing fee (cannot be fund 30, 31, 35, 50, 71, 72, 73,74, 78, 80, or 99)

Program Information & Details E-Form:

- Exchange visitor program details for the program in the new department (Confirmation of exchange visitor program goals and objectives, Rationale for extended program/collaboration, Any clinical/patient activity, Position title, Position code, Percentage appointment, Number of work hours/week, Any Remote work, POI type, Benefits eligibility, Site(s) of activity, University funding, Government funding, Sponsored research, Cultural components)

If the exchange visitor will be paid by CU Boulder:

☐ Obtain a fully signed university offer letter including addendums (if applicable) from HR/OFA.

If the host department/ research institute has an internal export control review process:

☐ Obtain internal export control review documentation.
- LASP: export.compliance@lasp.colorado.edu

Internal export control review documentation must be uploaded in the Export Control Review e-form and reviewed by the Office of Export Control.

If the exchange visitor program will take place at a third-party site of activity that is not NIST or NOAA:

☐ Complete the Attestation of Third-Party Hosting Exchange Visitor

If the exchange visitor will be engaged in activities that involve physical contact with human/animal subjects:

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

☐ Provide the exchange visitor with an Exchange Visitor Program summary document (on department letterhead).

☐ Initiate the *DS-2019 Request (Internal Transfer)* e-form group in the MyISSS Departmental Services portal.
- You will need to enter the scholar's Employee ID and date of birth to link the request to the scholar's record.

A complete *DS-2019* request requires the submission of the following individual e-forms.
- Complete the *Host Department Information (Internal Transfer)* e-form. **ISSS approval *not* required**.
- *If the host supervisor is not full-time CU faculty/staff*:
  - Also submit the *CU Boulder Supervisor Form (Internal Transfer)*.
- Complete the *Program Information & Details (Internal Transfer)* e-form.
- Complete the *Departmental Administrator: Departmental Responsibilities & Attestation (Internal Transfer)* e-form.
- Open the *Host Supervisor: Departmental Responsibilities & Attestation (Internal Transfer)* e-form, enter the name and email address of the person who will supervise the exchange visitor during the program in the new department, and submit the e-form.
- Open the *Department Chairperson: Departmental Responsibilities & Attestation (Internal Transfer)* e-form, enter the name and email address of your departmental or research institution chairperson, and submit the e-form.
- Upon your submission of the *Departmental Administrator: Departmental Responsibilities & Attestation* e-form, **the scholar will receive an email requesting they complete the scholar e-forms included in the *DS-2019 Request (Internal Transfer)*.** Monitor the status of their submission on their *DS-2019 Request (Internal Transfer)* e-form group landing page. Follow-up if necessary.
  - The department cannot submit these e-forms on the exchange visitor's behalf.
  - If you would like to email the scholar directly or they indicate they did not receive the MyISSS email, direct them to log into their MyISSS portal, click on Departmental Services on the left navigation, then click on the DS-2019 Request (Internal Transfer) tile. Within the DS-2019 Request (Internal Transfer) screen, instruct them to scroll down and click on the already initiated *DS-2019 Request (Internal Transfer)*—**not** the Start a New Request link.
- **Do not initiate the *Export Controls Review (Internal Transfer)* e-form until *all* prior required e-forms have been submitted.**
  - The *Export Controls Review (Internal Transfer)* e-form is pre-populated with the Office of Export Controls (OEC) information. Click on "Submit" to send the e-form to OEC.

- - Departments that have an internal export control review must also upload documentation of the completed internal export control review in the e-form.

To return to an already initiated DS-2019 Request (Internal Transfer), click on "My Current Cases" tile under "Lists" in the Departmental Services portal to access the request.

- If you attempt to access an already initiated *DS-2019 Request (Internal Transfer)* by clicking on the "DS-2019 Transfer (Internal Transfer)" tile under "Tasks," you may create a duplicate request and information may be spread across multiple requests.
  - o This will have to be manually corrected by the department which will slow the processing of the DS-2019 Request as all information must be on a singular request.