

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.
- 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)

- | | | |
|--|---|---|
| <input type="checkbox"/> External Trainee (00007) | <input type="checkbox"/> External Instructor (00018) | <input type="checkbox"/> Other (00010) |
| <input type="checkbox"/> Volunteer (00020) | <input type="checkbox"/> Affiliate (00012) | <input type="checkbox"/> Visiting Scholar (00021) |
| <input type="checkbox"/> Pre-Employment (00013) | <input type="checkbox"/> Electronic Research Admin (00032) | <input type="checkbox"/> Security Access (00015) |
| <input type="checkbox"/> Affiliate—NCAR/UCAR (00036) | <input type="checkbox"/> 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 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. If a part-time CU Boulder faculty or staff member would like to sponsor a J-1 exchange visitor, they must find someone in the department that meets these supervisor requirements to co-supervise the exchange visitor and the *CU Boulder Supervisor Form* must also be submitted in the *DS-2019 Request*.

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:

- Highest Educational Level Completed, 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](#)

Notes: