

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. 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](#) [Exchange Visitor Program Summary Document](#)

Notes: