



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](#) 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: Greg Steele (Gregory.Steele@lasp.colorado.edu)
 - CIRES: Ted de Maria (demaria@colorado.edu) and Cameron Walker (cameron.walker@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 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.
 - 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.