

DS-2019 REQUEST FORM for J-1 SCHOLARS

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DS-2019 REQUEST FORM for J-1 SCHOLARS

The Office of International Affairs (OIA) is responsible for administering the Exchange Visitor Program at Kentucky State University, and for approving and signing all documentation connected with the Exchange Visitor Program.

Hosting an international visitor in your department for the purpose of research and/or teaching makes you a participant in the Department of State's Exchange Visitor Program at Kentucky State University. The Exchange Visitor will receive what is known as a J-1 non-immigrant classification from the U.S. government. Even though the purpose of the Exchange Visitor Program is to promote educational and culture exchange, the participants may receive salaries and other funding from Kentucky State University. **Please read the following information before completing the attached DS-2019 Request Form.**

Overview of J-1 Visa

The J-1 visa is for individuals who are coming to the U.S. for a short-term program in a variety of different areas: research, teaching, training and observing. OIA at Kentucky State University authorizes documents only for professors, research scholars, and short-term scholars. The SEVIS DS-2019 is the document issued by OIA to any person approved by Kentucky State University for a J-1 program. This DS-2019 Request Form for J-1 Scholars is for applicants in all J-1 categories other than student. J-1 student enrollment is handled by KSU Admission Office and/or Graduate Studies.

It is important to note that the J-1 program is a temporary program and that J visa holders should have no immigrant intent. This visa category should not be used by departments or foreign nationals for permanent employment position or to seek permanent residency in the United States.

The J-1 Exchange Visitor classification authorized by I.N.A. § 101(a)(15)(J) was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961 [Public Law 87-256, as amended, 22 U.S.C. § 2451, et seq.]. The overall purpose of that Act and the objective of the Exchange Visitor classification is "to increase the mutual understanding between the people of the United States and the people of other countries by means of

educational and cultural exchanges.” The Department of State issues J visas and establishes and administers the federal regulations and policies governing the J-1 Exchange Visitor Program.

The primary purpose of the J-1 Exchange Visitor Program is to foster international exchanges; therefore, the invited visitor must be affiliated in some manner with a partner institution or organization abroad. This program is to not be used solely for the purpose of employment.

Eligibility Requirements for All J-1 Exchange Visitors

- ✓ The J-1 Scholar must hold at least a Master’s degree, or equivalent education evaluated by an accredited credential evaluation services (we recommend WES).
- ✓ The J-1 Scholar must have sufficient English proficiency to perform their job or complete their academic program; to navigate daily life in the United States; to read and comprehend program materials; to understand fully their responsibilities, rights, and protections; and to know how to obtain assistance, if necessary.
- ✓ The J-1 Scholar must have sufficient funding for themselves and any J-2 dependents for the entire duration of the program. They must provide official evidence of sufficient funding to demonstrate that they have the ability to cover living expenses. This support may come from KSU or other sources as self-funded.
- ✓ The J-1 must maintain appropriate health insurance coverage as required by federal regulations throughout the entire duration of the J-1 program.
- ✓ The J-1 Scholar’s appointment to the position is temporary. Tenure-track positions are prohibited in the J-1 program.
- ✓ The J-1 Scholar’s proposed activity must further exchange, mutual enrichment, and linkages between KSU and educational institutions of other countries.
- ✓ The J-1 Scholar must demonstrate intent to return to home country after the program.

In addition:

- ✓ The J-1 Not have participated in and completed a professor or research scholar program within the last 24 months preceding the beginning date of their new program’s commencement;
- ✓ The J-1 Scholar Not have participated in a J-Visa program for all or part of the 12-month period immediately preceding the start date of a professor or research scholar program unless they meet one of the following exceptions:
 - The J-1 Scholar is currently in a professor or research scholar program and is transferring to another institution in the United States to continue their current J-1 program;
 - The J-1 Scholar’s prior physical presence in the U.S. on a J-visa program was less than six months in duration; and
 - The prior participation was as a short-term scholar.

J-1 Exchange Visitor Category

Research Scholar (including Post-Docs): Primary objective is research but may also include observing and collaborating with an ongoing research project. 80% of time must be research related. Research Scholars may teach or lecture up to 20% in addition to conducting research.

Professors (including Post-Docs): Primary objective, 80% minimum, is classroom instruction in their field but may also include lecturing, observing, or consulting. Professors may also participate in departmental research up to 20% of their time.

Short-Term Scholar: A Short-Term Scholar may be a professor, researcher, specialist, or person with similar education or accomplishments coming to the US on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills.

Host Responsibilities

- ✓ The host department/faculty advisor should communicate with the J-1 Scholar to
 - arrange for airport pick-up and assisting them in finding housing (OIA has collected and compiled rental information close to campus for reference);
 - arrange for office space within the department;
 - ensure that the visitor is integrated into the activities of the department.
 - assist or collaborate with the exchange visitor and to be aware of the visitor's activities
- ✓ The host is responsible for ensuring that OIA is notified of any changes in the J-1 Scholar's program such as early departure, changes in location of activity or any changes that differ from the KSU activities outlined in the original DS-2019 Request Form.
- ✓ The host should encourage the J-1 Scholar to participate in the OIA's cross cultural activities.
- ✓ The host should incorporate **at least one** cross cultural program into the visitor's academic program. This might include attendance at a relevant conference, a round table discussion with fellow colleagues and/or students, a sight-seeing excursion, or inclusion in a holiday celebration. Remember, the goal is to introduce them to American culture and help them to gain a better understanding of U.S. society.
- ✓ The host is expected to work together with OIA to help their exchange visitors to find opportunities to share their own culture and expertise with Americans. This might include inviting a scholar to speak in your classroom or assisting them in offering a lecture to the wider University or local community on an area related to their own culture and society.
- ✓ The host is responsible to supervise the J-1 Scholar's academic activities and assessment his/her accomplishments and behaviors. The host is expected to submit the J-1 Scholar's final annual evaluation to OIA.

Health Insurance Requirement

Both the U.S. Department of State (DoS) and Kentucky State University require J-1 Exchange Visitors and any dependents to have medical insurance coverage during their entire stay in the U.S. The Department of State has established guidelines for minimum coverage a J-1 and any dependents need to have.

Exchange Visitors, who will be employed full-time and paid by the University, may enroll in the university medical insurance plan. Human Resources will go over these plans and help select the best plan. KSU's Employee health insurance plans meet all federal requirements except payment for repatriation and medical evacuation. Therefore, all J-1 exchange visitors and J-2 dependents with KSU Employee health insurance must purchase a supplemental policy that will bring their full health coverage up to minimum federal requirements.

Self-funded J-1 exchange visitors must purchase and maintain their own health insurance. The health insurance policy must meet the following minimum coverages:

- \$50,000 per sickness, accidents, or maternity (pregnancy, pre-natal, and birth)
- \$10,000 for medical evacuation
- \$7,500 for repatriation of remains to your home country in case of death
- A deductible not to exceed \$500 per accident/illness

The Two-Year Home Residency Requirement

Upon completion of an Exchange Visitor Program in the United States, certain J-1 Exchange Visitors are required to live in their home country for a period of two years before they are eligible to apply for an H visa, K visa, L visa or permanent resident status. The two-year home country residence requirement applies to those Exchange Visitors who (1) are financially supported by the U.S. government or their home government; or (2) have skills which are needed in their home country, as specified on the U.S. Department of State Skills List. The purpose of the home country residence requirement is to enforce the return of Exchange Visitors in order to carry out the educational objectives of the program. Waivers of the residence requirement can be granted under certain circumstances, but such waivers are difficult to obtain. Subjectivity to the two-year home country residence requirement is noted on the bottom of the DS-2019 form or the J-1 visa.

Application Process

Step 1: Instructions for the J-1 Applicant

The J-1 applicant should complete Sections 1, 2, and 3 of the DS-2019 Application.

In addition to Sections 1, 2, and 3 of this form, the J-1 application should submit the materials listed at the end of Section 3 to his/her KSU hosting faculty member.

Step 2: Instructions for the Department

After receiving all documents for the J-1 applicant, the department should complete Section 4 and submit the entire application for authorization signatures. The department should also include an original invitation letter and complete the English Proficiency Form for J-1 Research Scholars. If the department will provide any funding to the J-1 visitor, it should be indicated in the invitation letter. The application must be complete and attached with all required supplemental materials. Any incomplete applications will be sent back to the hosting faculty member for completion.

Step 3: International Affairs

After receiving all documents from the J-1 applicant and the KSU hosting department, OIA will process the DS-2019 forms for the J-1 applicant and any accompanying J-2 dependents in SEVIS (Student and Exchange Visitor Information System).

Once the DS-2019 forms are processed, the J-1 applicant will receive an email which will contain their SEVIS ID number, Kentucky State University's program number, their J-1 category and welcome package (paying the SEVIS fee, obtaining the J-1 visa, travel to the U.S., etc. included in the KSU J-1 EVP Pre-Arrival Information and Orientation). The hosting faculty member will also receive an email from OIA which indicates that the DS-2019 forms are ready to be picked up at the OIA. It will be the hosting faculty member's responsibility to ship the documents to the J-1 applicant.

Processing Time: Allow at least 5 business days for OIA to prepare all documents.

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Sections 1, 2, & 3 to be completed by International Applicant and submitted to Host Department with required documentation. Be sure to type or print clearly.

Section 1: J-1 Visitor's Demographic Information

Name and Residence Information

Full Name (as in passport): _____
Last/Family Name
First/Given Name
Middle Name (if any)

Date of Birth _____ Gender: Male Female
mm/dd/yyyy

Place of Birth _____, _____, _____
City
Province/State
Country

Citizen and Residence: _____
Country of Citizenship
Country of Permanent Residence

Current or Last Job Position/Employment in Home Country (not in the U.S.)

- Student
 If Student: Graduate Student (Ph.D. or Master's) or Undergraduate Student (Bachelor's)
 Professor or Researcher
 Other (please describe)

Place of Employment/Study in Home Country (Company or Institution) _____

Contact Information

Address in Home Country: _____

Phone Number: _____ Email Address: _____

Position Information (Please provide information about your intended position with Kentucky State University)

KSU Academic Department: _____ Supervisor's Name: _____

If Currently in the United States

Current Immigration Status: _____ Expiration Date of Current Status: _____
mm/dd/yyyy

Document which shows your status (Please provide copy): I-797 Approval Notice DS-2019 I-20 I-94

If currently in J-1 Status, which category are you? (Please provide a copy of current DS-2019):

Country of Citizenship	Country of Permanent Residence
Email Address: _____	

2nd Child's Information

Full Name (as in passport): _____
Last/Family Name First/Given Name Middle Name (if any)

Date of Birth _____ Gender: Male Female
mm/dd/yyyy

Place of Birth _____, _____, _____
City Province/State Country

Citizen and Residence: _____
Country of Citizenship Country of Permanent Residence

Email Address: _____

3rd Child's Information

Full Name (as in passport): _____
Last/Family Name First/Given Name Middle Name (if any)

Date of Birth _____ Gender: Male Female
mm/dd/yyyy

Place of Birth _____, _____, _____
City Province/State Country

Citizen and Residence: _____
Country of Citizenship Country of Permanent Residence

Email Address: _____

Note: For additional children, please copy this section and submit as a separate page with the above requested information.

Required Documentation to be Submitted with this Form

- Copy/Scan of Passport Identification Pages (for yourself and any accompanying dependents)
 - Copy/Scan of Proof of Financial Support or Bank Statement
 - Curriculum Vitae or Resume
 - Copy/Scan of Transcripts of highest degree, only if teaching at Kentucky State University
- If already in the United States, also include the following:**
- Copy/Scan of current/most recent Visa Stamp (for yourself and any accompanying dependents)
 - Copy/Scan of I-94 (for yourself and any accompanying dependents)
 - Copy/Scan of current/previous DS-2019's, I-20's, I-797 Approval Notices (for yourself and any accompanying dependents)

By signing below, I attest that all information I provided is accurate and true

International Applicant Signature: _____ Date: _____

Section 4 to be completed by AU Hosting Department. Be sure to type or print clearly

Section 4: Department Information and Approval

Dates of Intended Sponsorship: _____ through _____
Category: Professor Research Scholar Short-Term Scholar (up to 6 months)
Indicate field in which the visitor will research/teach at KSU

KSU Department: _____
J-1 Host's Name: _____
Email: _____ Phone Number: _____
Type of Supervisor: Direct (close supervision) Indirect (will work independently)
Is the proposed visitor a relative or family member of the hosting faculty member? No Yes

Required Documentation to be Submitted with this Form

- Original Invitation Letter to Visitor
- Detailed Description of Activity, which describes what the visitor will be doing while at KSU
- All required signatures
- Proof of English Language Proficiency

By signing below, we attest that we will comply with the following responsibilities in hosting a J-1 visitor:

1. The department agrees to host the scholar included on this form as a J-1 Exchange Visitor and have read and understand the host responsibilities outlined on page 3.
2. The department will have the J-1 Exchange Visitor (and any accompanying dependents) make an appointment to check in with OIA by the first day of his/her appointment so that OIA can fulfill SEVIS reporting requirements.
3. If the exchange visitor decides to not come to KSU or will be delayed in arriving, the department will inform OIA as soon as possible.
4. The department understands that all J-1 Exchange Visitors and their J-2 dependents are required by Kentucky State University and the U.S. Department of State to be covered by health insurance.

Required Signatures:

Hosting Faculty Member: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____

HR Officer: _____ Date: _____