

**DS-2019 Application Guide
J-1 Exchange Visitor (EV) – Initial Visit to the U.S.**

The University can host a foreign national for a temporary appointment of research, collaboration, observation, and/or teaching through the **J-1 visa Exchange Visitor (EV) Program**. The U sponsors six **EV** categories, including **Research Scholar, Professor, Short Term scholar, Specialist** and **College/University student (Student Intern)**, and can host for **various periods of time**. Most foreign national visitors are required to have a visa to enter the U.S., and the primary document used to apply for a J-1 visa is a **DS-2019 Certificate of Eligibility**. ***Canadian citizens (in most circumstances) are not required to possess a nonimmigrant J-1 visa to enter the U.S., but are required (like everyone else) to present a DS-2019 at a U.S. Port of Entry (land, sea, or air) to be admitted in J-1 “status”.** Please also keep in mind that participants cannot be candidates for tenure track positions.

To invite a visiting scholar to participate in an Exchange Visitor Program, a host department must submit an application for a DS-2019 to **International Student and Scholar Services (ISSS)**. As part of the process, the host should determine the [appropriate category](#) for the program in which the visitor will participate. There is an application processing fee of **\$350** charged to the U of U host academic department for compliance, document review and processing, as well as to determine eligibility for a J-1 visa and legal admission to the U.S. Additionally, the incoming visitor will be responsible for some costs, which include a **visa application fee** (\$160) paid to a U.S. Embassy and a **SEVIS I-901 fee** (\$220) paid to DHS. We will advise these costs to prospective EVs when we issue the DS-2019, but as host, feel free to disclose these fees as part of your initial communication with them.

The following are a list of items required as part of an application for a DS-2019:

- **DS-2019 [application](#).**
- **Patient contact disclosure:** Because the University is a medical teaching facility, many research appointments involve contact with medical patients. As part of this application, please confirm the appropriate level of patient contact, either **Incidental Patient Contact** or **NO Patient Contact**. For appointments that may involve “incidental patient contact”, please review our [Incidental Patient Contact](#) policy guide for more information.
 - Note: A **no patient contact** disclosure is already included as part of the DS-2019 application.
- Request an **affiliate ID number (UNID)** [here](#) - if there is **NO patient contact**, please note in the **Reason for Entry/Comments field**, *“Need uNID for a J-1 DS-2019 visa application. No background check required for this purpose”*. For UNID related questions, please contact HR at benefits@utah.edu.
- A copy of the EV’s valid **passport**
- **Proof of English ability** - language proficiency can be demonstrated in several different ways:
 - A **recognized English language test** such as TOEFL iBT (80 or above) or IELTS (6.5 or above) dated within two years of receipt of an application for a DS-2019. **J-1 Interview** conducted by English3: The J-1 Interview is a recorded interview completed through English3’s website available to anyone with internet access. Please click the following link to access English3’s [J-1 Interview](#).
 - **For additional options, please review our [English proficiency guide](#).**

- **Export Control Questionnaire** designed to facilitate compliance with United States export control regulations. The person completing this form should be the **PI, supervisor, or Department Chair**.
- **Appointment/or Invitation letter** identifying the duration of the program, a brief description of the program activity, & site of activity address. If the EV is to be compensated or awarded benefits, please make a note of this in the letter.
- **Proof of qualifications** - often proven through a CV and/or copies of the highest degree awarded.
- **Verification of funding** – which can be demonstrated by the University host department’s appointment letter, if paid by the U. Other appropriate options include proof of a scholarship or grant, which should identify the EV as the recipient, the amount of funding, as well as the “begin and end date” of any payment stream related to the visit. An EV can also self-fund, and a PDF of a personal bank statement can serve as proof of funding. The bank statement should include **all pages** and be no older than 3 months from the date of the application (please no screen shots of a website). For any other type of funding, please contact the ISSS office for guidance.
 - Proof of funding of any type must identify a **minimum of \$1,700 USD** per month for the duration of the stay. An additional **\$500 per a dependent spouse and/or minor child** would be necessary. *For example, if an EV and spouse plan to visit for 9 months, the proof of funding should be for \$19,800 (\$15,300 for the EV and \$4,500 for the spouse for 9 months).* **Note: To adjust for, and to appropriately disclose an accurate cost of living in the Salt Lake Metro area, the minimum proof of funding required will increase to \$2,400 per month beginning January 1, 2023. This is not a salary requirement.**

Additional information required as part of the application (if applicable):

- **J-2 Dependents:** A **dependent application** is included as part of the overall DS-2019 application. Dependent applications are only necessary if an EV plans to bring a dependent spouse and/or minor child during their stay. Minor children are eligible for dependent status if they are **20 years old or younger** at the time of the program begin date. While in the U.S. on a J-2 visa, dependent minor children “age out” at 21, and must either depart the U.S. or apply for another visa status. If a dependent child is found to be ineligible for a J-2 visa, they may be eligible to visit on a different visa type, such as a B-2 visitor’s visa or via the ESTA visa waiver program.
 - **Student Intern category** – **Note:** The following items are **only** necessary for the **student intern category**:
 - Form DS-7002 completed **by the host U of U department**. This form must be completed in full, as any incomplete form will result in processing delays. An **intern guide** and **tips to completing a DS-7002** can be found [here](#).
 - **Recommendation letter** from the intern’s home institution – use this [template](#) when writing letter.
- * For more information about the student intern category (most commonly for students seeking a bachelor’s degree), the DS-7002, or the recommendation letter, please review the **Student Intern Guide** or contact ISSS at internationalscholars@utah.edu.

Review and processing of an application for a DS-2019 may take up to **10 business days** from the receipt of a fully complete submission. Bear in mind that we may require additional information, depending on the specific program, however we will work with the host department to determine what additional information is necessary. **Note: The application must be submitted via the host department (not the Exchange Visitor) to ensure proper protocol.** To submit an application for a DS-2019, please send to internationalscholars@utah.edu.

Final Notes:

- ISSS will advise incoming scholars from pre-arrival, to the end of their research or teaching program, but it will be the responsibility of all Exchange Visitors to know and understand the rules and regulations of their J-1 visa status. We will facilitate this information as best we can through orientation, on-on-one advising, a quarterly newsletter, and through our website, although Exchange Visitors should access other resources, if necessary, to understand all aspects of their visa, and one such resource is the [Bureau of Cultural Affairs website](#).
- As a host department, it may be beneficial to you as well to understand the [basic rules and regulations](#) of the Exchange Visitor Program, especially when it comes to, but not limited to extensions, transfers, the 12 and 24-month bar, the 212(e) home residency requirement, and the out of country benefit.
- Please also keep in mind the **primary goals and objectives** of an EV Program, which are cultural exchange and foreign diplomacy, and it is through these appointments of research, collaboration, teaching, and study, where cultural exchange and foreign diplomacy can be accomplished. For more information, please review the Goals and Objectives Guide.
- See shipping options on the next page.

DS-2019 Shipping Options

Once an evaluation of the application is complete, we will issue a DS-2019. The next step would be to ship the DS-2019 to the visiting scholar as part of a pre-arrival packet. The packet must be shipped (as the DS-2019 cannot be sent electronically). ISSS does not have the budget to ship internationally. When the packet is ready, there are **two delivery options available**:

- (1) **Host Department pick-up**: We are located in Building 124 and can be available for set times for in-person pick up. For this option, **you** have decided to ship/deliver to FedEx.
- (2) **Host Department orders a shipping label** through **University Print and Mail (UPM)**: You work with UPM to order shipping labels (see process below). Once we receive the shipping label from UPM, our staff will deliver the packet to the nearest FedEx location.

***For both options, you should collect the incoming visitor's physical address as soon as possible.**

- If you prefer the “pick-up” (option #1), let us know, and we will contact you once the DS-2019 is issued. Please schedule for a pick-up date and time appointment.
- If you prefer the “order a shipping label” (option #2), please follow the procedure below (you may do this whenever you are ready, but best to do as soon as possible):

- (1) The Host Department should e-mail UPM (Stephen Carr) the shipping information listed below:
 - a. Sender First and Last name and full address
 - b. Scholar's First and Last name
 - c. Scholar/Recipient's full address
 - d. Scholar/Recipient's email address
 - e. Add: If non-deliverable - Return to Sender
 - f. Content description: documents
 - g. Size: 8x11 cardboard envelope
 - h. Type of FedEx: international economy (3-7 business days) or international priority (1-3 business days)
 - i. Department Chartfield for shipping charges
 - j. Forward shipping label to ISSS: internationalscholars@utah.edu
- (2) UPM will create the shipping request and email ISSS the shipping label
- (3) An ISSS staff member will print the shipping label and drop off at a FedEx location
- (4) You will receive an email once the packet has been shipped with the tracking information