

EXCHANGE VISITOR PROGRAM

Exchange Visitor Form - Instructions for Exchange Visitor

Required for J program sponsorship for Short Term Scholar, Research Scholar and Professors

EXCHANGE VISITOR REQUIREMENTS: When submitting this form, please include scanned copies of the requested documentation for the sponsoring department in pdf or jpeg format.

- Copy of biodata page of current passport for scholar and any dependents
- Academic Background
 - Minimum degree level for all exchange visitors is the baccalaureate, or the equivalent
- English Proficiency:

If the prospective EV is not a citizen of a country where English is an official language, please provide one of the following:

- A transcript evidence that the exchange visitor attended university for at least one year in a country where English is an official language (or where English is the language of instruction: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada (except Quebec), Cayman Islands, Cyprus, Dominica, Fiji, Gambia, Ghana, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, New Zealand, Nigeria, Pakistan, Philippines, Seychelles, Sierra Leone, Singapore, South Africa, Sri Lanka, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Tanzania, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Virgin Islands, Zimbabwe)
- Official test of English language competence with scores as follows:
 - IELTS: 6.0 overall
 - MELAB: 77
 - TOEFL iBT: 80
 - TOEFL PBT: 550
 - Verbal GRE (scores from tests taken before 1 August 2011): 320
 - Verbal GRE (scores from tests taken 1 August 2011 onward): 140
- Have a live SKYPE or similar interview with the EV to verify the English proficiency is sufficient to perform their jobs or complete their academic programs, 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.
- Financial Support:

Minimum funds that must be verified for the entire program activity period

- \$1,500/month for Exchange Visitor
- \$1,000/month for Spouse
- \$500/month for each child

Documents for Verification of funding (in English with amounts posted in US dollars)

- UF funding as listed on the DS2019 request form
- Organization/Government/Agency funding Official statement including exchange visitors name and program dates.
- Personal (self) funding Current Bank Statement
- Private source funding <u>Certificate of Financial Responsibility</u> and Current Bank Statement
- Curriculum vitae or résumé (printed in English)
- Copy of Diploma with English translation attached or an unofficial transcript (if you do not possess a professional degree)
- Invitation Letter with your signature acknowledging receipt of the invitation

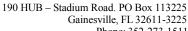
Change the default email address to the email address of the UF staff member who sent this form to you. After you submit this form, the sponsoring department/center will complete the process to request the Form DS-2019. The Exchange Visitor Services (EVS) office at UFIC will process the sponsor's request for a DS-2019 in SEVIS and send to the exchange visitor the arrival packet with:

- Pre-arrival Instructions
- DS-2019 for Scholar and Dependents
- SEVIS fee instruction for the exchange visitor to pay fee online prior to the visa appointment
- Form I-539 instructions, if the exchange visitor is currently in the US filling for a change of Status to J-1

If the exchange visitor cannot arrive by the initial start date on the DS2019, EVS and the sponsoring unit must be notified immediately and provide updated arrival information.

Federal regulations require that J-1 exchange visitors and J-2 dependents are covered by health/accident insurance which meets specific requirements for the duration of their program. If the scholar does not meet the insurance requirement the SEVIS record will not be validated, the applicable program will be terminated, and the scholar will be required to leave the U.S. immediately.

Complete packets must be submitted to EVS no later than 60 days before program start date

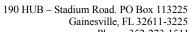




Exchange Visitor Form

The next two pages of this form must be completed by the Exchange Visitor and sent to the sponsoring department/center.

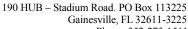
		UFID	
J-1 Exchange Visitor's Information (info	rmation as posted in pa	assport):	
Last Name			
First Name			
Middle Name		Suffi	X
Date of Birth N	Marital Status	Gender	
City of Birth			
Country of Birth			
Country of Citizenship			
Country of Permanent Residence			
Address in Home Country:			
Address Line 1			
Address Line 2			
 City		Province/State	
Country		Postal Code	
		Phone Number	
Current Address (EVS will mail the DS-201	19 form to this address):		
Address Line 1			
Address Line 2			
City		Province/State	
Country		Postal Code	
Email		Phone Number	
Position in Home Country:			
Position Title in Home Country			
Employer or Institution		Employer Type	
Education:			
s the scholar currently enrolled in a degree pr	rogram?	Does the scholar have a medical degree	e?
Other Degrees			
Will the scholar be enrolled in classes at our i	institution?		



International Center
UNIVERSITY of FLORIDA

Phone: 352-273-1511 Fax: 352-392-6782

Last Name	UI	FID
First Name	Middle Name	Suffix
U.S. Employment:		
Is the scholar currently employed in the U.S.?	_	
If so, Employer Name	Empl	oyer Phone
Employer Address		
Will the scholar be affiliated with another Institution?	Will the scholar re	eceive compensation?
Affiliate Name	Affiliate Contact	
Affiliate Address		
Prior Visa History:		
Is the scholar currently in the U.S.? If in the U	J.S., what is his /her immigration	on status?
Is the scholar requesting a change of status?		
Scholars who currently reside in the U.S. and change fr SEVIS Fee before submitting an application Form <u>I-53</u> Citizenship and Immigration Services. The Form I-539 current status.	9 (For an In Country Change of	of Status) to change status with U.S.
Has the visitor been in the U.S. within the past 24 mont	ths as a J-1 student, professor,	research scholar?
If yes, please indicate the dates (mm/dd/yyyy to mm/dd	d/yyyy):	
Is the scholar subject to the 2-year (212e) home resider	ncy requirement?	
Has the scholar ever been recommendend for a waiver	?	
Was the waiver granted?		
Dependent Information: EVS will cancel the DS-2019 forms (J-2 status) for depunless the exchange visitor provides proof of insurance exchange visitor's check-in process.		
Are the scholar's dependents currently in the U.S. in a s	status other than J-2?	
Dependents who currently reside in the U.S. and are re- obtaining permission from U.S. Citizenship and Immig submitting an application Form <u>I-539</u> (For an In Coun- expiration date of the exchange visitor's current status.	gration Services must pay the (try Change of Status). The For	(SEVIS) Form I-901 Fee before
If spouse will accompany the scholar later, what are the	anticipated visit dates?	
If children will accompany the scholar later, what are the	e anticipated visit dates?	



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		UF	ID
	Middle Name	_	Suffix
Dej	pendents		
	Middle Name		Suffix
Gender — -		Relationship .	
	Middle Name		Suffix
Gender		Relationship	
_			
	Middle Name		Suffix
Gender		Relationship	
_			
	Middle Name		Suffix
Gender		Relationship	
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	Gender	Middle Name Gender Middle Name Gender Middle Name Gender Middle Name Middle Name	Middle Name Gender Relationship Middle Name Gender Relationship Middle Name Gender Relationship Middle Name Middle Name Middle Name Middle Name Middle Name



EXCHANGE VISITOR PROGRAM

DS-2019 Request Form - Instructions for UF Sponsoring Units

Required for J program sponsorship for Short Term Scholar, Research Scholar and Professors

CATEGORIES:

The selected category should reflect the primary activity of exchange visitor

Research Scholar: An individual primarily conducting research, observing, or consulting in connection with a research program. A research scholar may also teach or lecture.

Professor: An individual primarily engaged in teaching, lecturing, observing or consulting. A professor may also conduct research. *The exchange visitor cannot be a candidate for a tenure-accruing position.*

Short Term Scholar: An individual primarily engaged in research, observing, teaching, consulting, training or lecturing for a period of **6 months or less**.

NOTE: Exchange Visitor Services (EVS) does not process sponsorship requests for interns, residents, clinical fellowships, or any student classification.

EXCHANGE VISITOR REQUIREMENTS:

Academic Background

- Minimum degree level for all exchange visitors is the baccalaureate, or the equivalent

Financial Support:

- Minimum funds that must be verified for the entire program activity period
 - \$1,500/month for Exchange Visitor
 - \$1,000/month for Spouse
 - \$500/month for each child

Required Documents

- Verification of funding (in English with amounts posted in US dollars)
 - UF funding
 - Organization/Government/Agency funding Official statement including exchange visitors name and program dates.
 - Personal (self) funding Current Bank Statement
 - Private source funding Certificate of Financial Responsibility and Current Bank Statement
- Curriculum vitae or résumé (printed in English)
- Copy of J Program invitation letter (signed by exchange visitor)
- Copy of Diploma with English translation attached or an unofficial transcript (if you do not possess a professional degree)
- Federal Express or DHL way bill (completed) if EVS will send DS-2019 directly to the Exchange Visitor.
- Supplemental Dependent Form (If applicable)

INITIAL PROGRAM PROCEDURES:

Before the request form is completed, relevant information must be obtained from the prospective exchange visitor, including information about his or her previous visits to the U.S.

- Exchange visitor completes and submits the Exchange Visitor Form to the respective UF department.
- UF department completes the DS-2019 Request Form (pages R2 and R3), print, and have the required signatures posted, after receiving the electronic version of Exchange Visitor DS-2019 Request Form from the prospective exchange visitor via email. Entire EV DS-2019 Request Form to EVS (evs@ufic.ufl.edu) must be submitted via email, with supporting documents as attachments,no later than 60 days before the start date of the J program. Incomplete application packets will be returned to the sponsoring department.
 - Assign exchange visitor a UFID number before the DS-2019 request form is submitted (Exchange visitors who will not be paid by UF will be assigned a UFID number if identified as Departmental Associates)
 - Receive notification (via email) that exchange visitor's DS-2019 and the pre-arrival packet has been prepared (pre-arrival information includes: (1) SEVIS fee/Form I-901 requirements, the exchange visitor pays on line prior to the visa appointment; (2) Change of status/Form I-539 filing procedure required **if the exchange visitor is currently in the U.S.**; and, (3) Arrival period restrictions that address exchange visitor's entry into the U.S. up to thirty days before the official program start date
 - Notify EVS if the exchange visitor cannot arrive by the initial start date on the DS2019 and provide updated arrival information

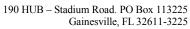
Complete packets must be submitted no later than 60 days before program start date



DS-2019 Request Form

The following section must be completed by the UF Department/Center administrator and submitted to EVS.

Last Name			UFID
First Name	Middle Nar	ne	Suffix
Name of Site of Activity			
Address Line 1			
City	State	Postal Code	Routing Code
Will the scholar be employed by or	visiting other U.S. institutions, duri		
If the scholar will undertake activ UF visit, the details must be include	ities at additional sites of activities ded in the invitation letter.	or other U.S. instituti	i ons, during, before, or after
FINANCIAL SUPPORT:			
Financial support documentation	n from the supporting agency for t	he period requested	must be attached.
Financial support from organizatio	ns other than the University of Flori	da will be provided by	one or more of the following:
agencies to support th	asor received funding for internation is exchange visitor? Answer "YES" answered for all financial support c	only if the scholar is	
University of Florida (including g	rants paid through payroll)		
Is this non-tenure accruing position	n eligible for UF benefits? (MUST B	E ANSWERED)	
U.S. Government Agency (direct p	payment to scholar, not through UF)		
Name of Org. or Code			
International Organization			
Name of Org. or Code			
The Exchange Visitor's Governm	ent		
	rject to the 2-year home-return rule from the visitor's home government.		
The Binational Commission of th	e Visitor's Country		
All other organizations providing Name of Org. or Code	support		
Personal Funds.			
	nglish and US dollars. If personal f the <u>Certification of Financial Res</u> p		



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Last Name		UFID
First Name	Middle Name	Suffix
Start date of activity at UF	End date of acti	ivity at UF
Visitor Category	Subject Field Code (CIP Cod	le ONLY)
Please describe briefly the activity (research, teaching, etc.) to be performed during	the program:
CKNOWLEDGMENT OF SPONS	ORSHIP RESPONSIBILITY:	
ets specific requirements for the durd on arrival in the U.S., his/her SEVIS	change visitors and J-2 dependents are covered attion of their program. If the scholar does not material record will not be validated. If the scholar does be terminated, and the scholar will be required	eet the insurance coverage requirement not maintain the insurance coverage
	enter director, I accept responsibility for ensuri I exchange visitor insurance coverage through	
	d a live personal interview with the exchange v	visitor and verified that his/her
command of English is suffice in the United States, to read a	ient to personal interview with the exchange vient to perform their jobs or complete their act and comprehend program materials, to understhow to obtain assistance, if necessary.	ademic programs, to navigate daily lif
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