



BROWN

Office of International Student & Scholar Services

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Request for Form DS-2019 for J-1 Exchange Visitor
By Departments of Brown University

Purpose of Request: New J-1, J-1 Extension, Family DS-2019, Transfer

Department Date

Contact Person Campus Box Phone

- 1. Visitor's name as it is exactly indicated on his/her passport
Family (Last) Given (First) Middle
2. Date of Birth: (month) (day) (year) 3. Gender: Male Female
4. City of Birth: 5. Country of Birth:
6. Country of Citizenship: 7. Country of Permanent Residency:
8. Position/Occupation in Home Country (if none, use most recent position):
9. Appointment dates at Brown University: Start Date: End Date:
10. Brown Position Title: primarily (select one) Teaching Research
11. Subject/Field of Visitor's Primary Area of Activity at Brown:
12. Exchange Visitor Category Requested (check one):
Professor/ Research Scholar (5 year maximum)
Short-Term Scholar (6 month maximum; no extension beyond 6 months possible)
13. Physical Address of on campus work location:
14. Physical Address of any off campus work location:
15. Source(s) of Financial Support (enter amount in U.S. Dollars)\*:
\$ Brown University, Will visitor be eligible for Brown Benefits: Yes No
\$ Exchange Visitor's Government (attach the award letter (with English translations))
\$ Other Organization (name of organization) (attach the award letter)
\$ Personal funds (attach a financial statement)
16. Has the visitor been in J status (including J-2) within the last 2 years? Yes No
If yes, please provide copies of previous DS-2019 forms
17. Is the visitor currently in the U.S? Yes No
If yes, please indicate immigration status and provide copies of current immigration documents (i.e. DS-2019, I-20, EAD Card, I-797, ect.)

18. Does the visitor plan to bring dependents: \_\_\_\_ No \_\_\_\_ Yes

If yes, please complete the following and provide copies of the biographical page of passports for each dependent.

| Name (Last, First) | Relationship | Date of Birth | City and Country of Birth | Country of Citizenship | Country of Permanent Residence |
|--------------------|--------------|---------------|---------------------------|------------------------|--------------------------------|
|                    |              |               |                           |                        |                                |
|                    |              |               |                           |                        |                                |
|                    |              |               |                           |                        |                                |
|                    |              |               |                           |                        |                                |

**\*Financial Support Guidelines:** For Exchange Visitor: \$2255/month. If family members will accompany visitor, please allow \$475 per month for spouse and \$325 per month per child. **Health and accident insurance is mandatory for visitors and accompanying dependents. Further details about health insurance will be provided to visitors before their arrival in the U.S. (Exchange Visitors are not required to have insurance until their arrival in the U.S.)**

#### **Appointment/Offer of Employment Letters**

For faculty appointments, letters of appointment from the Dean of the Faculty will be necessary. For research staff appointments, offer of employment letters from Department Head or Chairperson will be required.

#### **Documents that must be attached with this request:**

1. Copy of the Exchange Visitor's CV or resume
2. Copy of Exchange Visitor's passport

#### **Where to Send This Form:**

Please send the request form together with the appointment letter to:

1. For faculty appointments, including visiting scholars, scientists, postdoctoral research associates, and visiting professors, send to Faculty Personnel, Box 1944. For BioMed Faculty appointments send to BioMed Faculty Affairs, Box G-A305.
2. For all Brown University paid Postdoctoral appointments in the field of **Biology and Medicine**, send to Division of Biology and Medicine, Postdoctoral Program Manager; Box G-A219.
3. For staff appointments such as research assistant, or research engineer, send to the Office for International Student and Scholar Services, Box 1906.

Faculty Personnel or the Associate Dean for Graduate and Postdoctoral Studies will forward the DS-2019 request to Office of International Student and Scholar Services after the appointment letter is signed by the visitor and the visitor returns a copy of the appointment letter to the appropriate office.

**Please allow for one week for OISSS to generate Form DS-2019.**

**\*\* According to the Social Security Administration short term scholars that will have appointments for one month or less may not be eligible for a Social Security Number even if they will receive pay from Brown University. Without a Social Security Number they will be subject to federal income tax withholding.**