

## Request For A DS-2019 (J-1) For Visiting Faculty Members & Visiting Scholars

### Purpose of the FS-2 form:

- The form is used to invite an international visitor to Johns Hopkins University to teach, conduct research or share a specialized skill with the university.
- This form is not intended for student status, including visiting students.

### Use of the Form:

- The exchange visitor program is based on an academic appointment through the University.
- This request form must be prepared by the department administrator and the international visitor requesting J-1 immigration status.
- It is signed by the Department Chair, Center Director, or equivalent.

### Required documents to process an FS-2:

- Completed FS-2 form. Visitors, and dependent family members, names should be submitted exactly as they appear in the person's passport.
- Copy of the biography/photo page of the visitor's visa. (If there are dependents their passport is needed as well.)
- Copy of an appointment letter from the Dean's office showing the funding, and period of appointment. For the Institute of Policy Studies, the appointment letter will be issued from the Provost's Office. For Applied Physics Lab, the letter will be issued by the HR department.
- Evidence of financial support; the university appointment letter when the visitor is funded directly by the university, or, a letter from the funding organization indicating the amount of funding and length of time the funding is given, or a bank statement or bank letter when the funding is personal. It is important to list the exact amount and source of funds. If there is more than one source of funds, each source and amount should be indicated. All financial support documents should be in English and in U.S. dollars.
  - Note: When the program is financed in full or part by the U.S. Government or the Visitor's Government, he/she is required to be in his/her home country for a period of two years upon completion of his/her program. Government funding, i.e., research grant, generated to JHU in general, but not specifically for the purpose of educational and cultural exchange is not considered government funding for this purpose. It should be indicated as JHU funding and shown as salary.
- Department's FEDEX account number for sending the DS-2019 to the visitor overseas.

### Estimated Minimum Funding Requirements:

- The financial support for an appointment for a visitor for one year is at least \$18,000 or \$1500 per month.
- An additional \$3,500 per year is required for each dependent.

### Duration of the DS-2019:

- OISSS will process the DS-2019 based on the dates of the FS-2 form and the appointment letter.
- With the exception of Short-term Scholar programs, all J-1 exchange programs must be a minimum of 3 weeks. The maximum duration of time varies by program category. Short-term Scholars are 6 months, Specialists are 1 year, and Professors and Research Scholars are 5 years.
- If there is a delay in arriving at the university, the DS-2019 can be amended to accommodate the delay. Please notify OISSS of all program date changes.

### Processing Time:

- OISSS will process the DS-2019 within 5 business days after receiving the form and supporting documents. The DS-2019 will be mailed directly to the visitor according to the instructions given on the form.
- Due to the delay in obtaining a visa at a U.S. embassy overseas, it is highly recommended to send a request form along with required documents to OISSS at least 12 weeks prior to the visitor's anticipated arrival date.

**Processing Fee:**

- There is no fee processing J-1 visa certificates for any incoming visitors whose appointment is approved by the Deans of KSAS and WSE. A processing fee of \$250 for each FS-2 form requested exists for the following departmental areas: Center for Talented Youth, Sheridan Libraries, Institute for Policy Studies, Carey Business School, School of Education, The Peabody Institute, Central Administration, and APL. For instruction on transferring funds via SAP, please visit <http://oiss.jhu.edu/faculty-staff-scholars/SAP%20Transfer%20Information>.

**Dependent(s):**

- Complete the dependent(s)' information on the form so that the DS-2019 can be issued for each dependent.
- Financial support of \$3,500 per year per dependent is required for all dependents receiving each DS-2019.

**Health Insurance Coverage:**

- It is mandatory for J-1 visa holders to have health & accident insurance upon arrival in the U.S. OISSS will request copies of the health insurance the visitor is using during the exchange.

**Renewal of the J-1 visa certificate:**

- There is no need to complete the DS-2 form in order to have a DS-2019 extended. The visitor should visit OISSS in advance, before the visa certificate is expired. A new appointment letter and/or updated financial support statement is required to complete the extension.



**PART ONE: Department/Center only**

Name of JHU Faculty Member inviting the visitor: (Last Name, First Name) \_\_\_\_\_

**Department/Center Contact Person:**

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Mailing Address \_\_\_\_\_

**JHU Appointment**

Title of JHU Appointment \_\_\_\_\_  Non-Tenure  Tenure

Dates of Appointment From \_\_\_\_\_ to \_\_\_\_\_

Is it possible that the appointment will be renewed or extended beyond this date?  Yes  No

Exact address(es) where individual will be working \_\_\_\_\_

What proportion of his/her time will be spent on the following activities?

Teaching \_\_\_\_\_ Research \_\_\_\_\_ Training \_\_\_\_\_ Study \_\_\_\_\_

Other (specify) \_\_\_\_\_

Describe briefly the proposed duties of the prospective visitor \_\_\_\_\_

Delivery of Visa Certificate, **check one:**

U.S. airmail by OISS

FEDEX Account Number \_\_\_\_\_

OISS should contact the departmental contact person for pick up

Financial Support from all sources during visit at JHU: *Johns Hopkins University requires all J-1 exchange visitors to show a minimum of \$18,000 + \$3,500 per dependent per year. Separate documentation must accompany all funding types.*

Source of funding	Amount of funding	Required documentation
Johns Hopkins University		JHU appointment letter required
Home Country Government		Letter from Government detailing amount and duration of funding
Personal or Family Funds		Bank statements or other documentation verifying financial support
Other		Letter from funding agency

SAP transfer completed  Yes  No

Please print and attach the SAP confirmation

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Department Chair/Director/or appropriate persons with hiring authority)

**PART TWO: Visitor only – type name below, exactly as it appears in your passport**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Gender  Female  Male Date of Birth \_\_\_\_\_  
(MM/DD/YYYY)

City and Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Country of Legal Permanent Residence \_\_\_\_\_

Position Held in Home Country  Professor/Teacher  Researcher  Undergraduate Student  
 Physician  Graduate Student  Other (specify)

Company/Institution/Employer Name \_\_\_\_\_

Foreign Home Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Foreign Phone \_\_\_\_\_

U.S. Social Security Number (if applicable attach copy) \_\_\_\_\_

Address To Which Exchange Visitor Certificate Is To Be Mailed (if different from above) \_\_\_\_\_

Have you been in the U.S. during the last two years?  Yes  No

If yes, please list below dates you were present in the U.S. and the type of immigration status for that period. If you were in the U.S. as a J-1 visitor, please indicate the J-1 sponsor and category, found on your DS-2019 form.

Immigration Status	Start Date	End Date	If J-1, list category (box 4 of DS-2019)	If J-1, list sponsor (box 2 of DS-2019)

**If visitor is presently in the United States please indicate:**

Immigration Status \_\_\_\_\_

Original Date & Place of Entry to the U.S. \_\_\_\_\_

J-1 Category \_\_\_\_\_ Institution's Exchange Visitor Program Number \_\_\_\_\_

Name of Institution from which the visitor is transferring \_\_\_\_\_

Academic Training or Optional Practical Training (if any) From \_\_\_\_\_ To \_\_\_\_\_

## Dependents

Family members accompanying you to the U.S. (spouse and children under 21 only)

Last Name				
First Name				
Middle Name				
Gender				
Date of Birth (mm/dd/yy)				
City of Birth				
Country of Birth				
Country of Citizenship				
Country of Legal Permanent Residence				
Relationship to you				