



## REQUEST FOR DS-2019 CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

This form is to be used by OSU departments wishing to invite exchange visitors to OSU. The data and supporting documents requested with this form will allow ISS to complete a "Certificate of Eligibility for (J-1) Exchange Visitor (J-1) Status" commonly known as a DS-2019 Form. The completed and signed DS-2019 will allow the exchange visitor to apply for a J-1 visa at a US Consulate/Embassy in their country. Any incomplete sections will result in a longer processing time for the form DS-2019.

### The responsible OSU department hosting the Exchange Visitor must:

- 1) Complete and sign the **DS-2019 Request Form**
- 2) Include all **required supplemental documents**:
  - Letter of invitation** describing terms and conditions and length of stay
  - Prospective visitor's **resume/CV**
  - Financial Documentation** for all sources - letter from visitor's funding source(s) specifying amounts in US dollars. This may include letters of offer, bank statements, etc. All documents must be dated within 6 months of request and have the exchange visitor's name on the document.
  - Passport Picture Pages** - Copies of biographical pages from passports of visitor and all dependents
  - Copies of all **DS-2019s and J visas**  
(if visitor or dependents have held J-1 or J-2 status within past two years)
  - Copies of **I-94, visa, I-20/DS-2019, etc.** (if visitor is currently in the U.S.)
  - English Proficiency Requirement (see attached)
  - Dependent Request Form (see attached, if applicable)
- 3) Provide **instructions and payment information** for sending the document to the visitor.

### FOR MORE INFORMATION CONTACT:

Elaina Mullins, Alternate Responsible Officer – Exchange Visitor Program  
[jscholar@okstate.edu](mailto:jscholar@okstate.edu), Tel: (405) 744-5482

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# DS-2019 Request Form

## SECTION I - REQUESTING DEPARTMENT

Department: _____	Address: _____
Supervisor of Visitor: _____	Tel: _____ Email: _____
Other Contact in Unit: _____	Tel: _____ Email: _____

## SECTION II - PURPOSE OF REQUEST

<input type="checkbox"/> <b>Begin New J-1 Program</b> <input type="checkbox"/> Exchange visitor will apply for J-1 visa at US consulate/embassy abroad <i>Or</i> <input type="checkbox"/> Exchange visitor is in the US and will request a change of status within US <ul style="list-style-type: none"><li>If the exchange visitor is in the US, include copies of immigration documents (latest I-94, visa, I-20/DS-2019, etc.).</li></ul>	<b>Start Date</b>  _____ mm / dd / yyyy	<b>End Date</b>  _____ mm / dd / yyyy
<input type="checkbox"/> <b>Transfer to OSU from another U.S. Institution</b> Provide all documentation necessary for new exchange visitors: <ul style="list-style-type: none"><li>Copies of all DS-2019s, visas, invitation letter, funding, etc.</li><li>The Exchange Visitor should complete a "TRANSFER-IN" form and return it to OSU before ISS can accept the transfer and generate a new DS-2019. Transfer-In forms are posted on the ISS website.</li></ul>	<b>Start Date</b>  _____ mm / dd / yyyy	<b>End Date</b>  _____ mm / dd / yyyy

## SECTION III - EXCHANGE VISITOR'S CATEGORY

<input type="checkbox"/> Research Scholar (min. 3 weeks, max. 5 years) – Primarily conduct research (and may also teach)
<input type="checkbox"/> Professor (min. 3 weeks, max. 5 years) – Primarily teach (and may also conduct research)
<input type="checkbox"/> Short-Term Scholar (no min., max. 6 months) – Collaborate with faculty, lecture/teach, observe, attend seminars
Will the EV be employed by OSU? <input type="checkbox"/> Yes <input type="checkbox"/> No
Field of Specialization: _____
Description of Visitor's program at OSU: _____

## SECTION IV - EXCHANGE VISITOR'S BIOGRAPHICAL INFORMATION

_____ Last/Family Name		_____ First Name	
Date of Birth: Month: _____	Date: _____	Year: _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
City of Birth: _____	Country of Birth: _____		
Country of Citizenship: _____	Country of Legal Permanent Residence: _____		
Current Position/Occupation: (Title) _____			
Current Employer or Place of Occupation: _____			

**VISITOR'S PERMANENT ADDRESS**

In country of permanent residence – this address will be used for mailing documents unless otherwise directed.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Home Country Telephone: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact Information: \_\_\_\_\_

**SECTION V - REQUIRED BACKGROUND INFORMATION**

Has the exchange visitor or any of his/her dependents ever been to the United States before?

(if yes, please list all trips, dates to the closest month and year, and visa types)

Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the exchange visitor (or dependents) ever held J-1 or J-2 status in the past two years preceding this proposed program? (if yes, include all copies of previous DS-2019s and J visas from past 2 years)

Yes  No

Has the J-1 (or dependents) applied for a waiver of the 212(e) 2-year home presence requirement?

Yes  No

Has the DOS waiver recommendation been received?  Yes  No

OSU ID Number (if any) : \_\_\_\_\_

**SECTION VI - FUNDING SOURCES (Attach documents verifying funds. Please specify per month or year.)**

Financial support of the visitor will be provided by:

SOURCE

AMOUNT IN USD

1. OSU Salary from Academic Department:

\$ \_\_\_\_\_ per \_\_\_\_\_

2. Grant to OSU:

Please provide a description of the source.

\$ \_\_\_\_\_ per \_\_\_\_\_

Does any of the funding provided by OSU come from a US governmental agency specifically for the purpose of facilitating International exchange or for the support of this individual?  Yes  No If yes, include copies of grant documentation.

3. Other:

Documentation must be included for all non-OSU funds.  
Must be translated into English and converted to USD.

\$ \_\_\_\_\_ per \_\_\_\_\_

4. Personal Funds of Scholar:

\$ \_\_\_\_\_ per \_\_\_\_\_

**TOTAL FUNDING FOR REQUESTED TIME PERIOD**

\$ \_\_\_\_\_ per \_\_\_\_\_

The minimum financial support for a Visiting Exchange scholar is **\$1,200/month (\$14,400/year)**. Support of **\$850/month (\$10,200/year)** must be shown for a spouse and **\$450/month (\$5,400/year)** for each child. These figures include the monthly/yearly health insurance cost. Documents verifying funds must be dated within 6 months of this request.

**Documents must be in English and amounts should be in U.S. currency.**

**SECTION VII - PROCESSING FEES & MAILING INSTRUCTIONS**

The ISS \$85 processing, registration and ID fee will be charged upon DS-2019 issuance and should be charged to the following:

Department Account Number\*\* and Sub-code: \_\_\_\_\_

**OR**

The Scholar will be billed to his/her bursar account. **A departmental account must be on record with ISS; please provide a valid account number. No charges will be made to this account; this is kept on record should the scholar leave an unpaid Bursar account.** \_\_\_\_\_

\*\*Some grant accounts cannot be used for these processing fees. Make sure to check the restrictions of the account before clearing it for use.

Name of Department Financial Assistant:

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Send directly to the exchange visitor via express mail. Permanent address unless otherwise noted. Please charge express mail costs to the following department account number: \_\_\_\_\_

The scholar will pay for shipping costs and will complete E-Ship courier information to receive the DS-2019. (If selected, the scholar will receive information on how to complete the E-Ship process.)

The department authorizes charges related to any corrections of documents and required mailing.

**Note: Any outstanding balance left in the exchange visitor's Bursar account after that exchange visitor leaves will become the supporting department's responsibility.**

**SECTION VIII – DEPARTMENTAL CERTIFICATION**

**Please read before signing below.**

In compliance with the federal regulations governing the J-1 Exchange Visitor Program, I certify that all of the information given on this form is true and accurate to the best of my knowledge. I also authorize all charges to accounts as outlined above.

<b>Dean/Director/Chair</b>	Name	Title
	Signature	Date
<b>Inviting/Supervising Faculty Member</b>	Name	Title
	Signature	Date

## J-1 English Proficiency Requirement

The U.S. Department of State mandated that J-1 exchange visitors including short-term scholars, research scholars, professors, specialists, and student interns have sufficient English proficiency [22 CFR §62.10(a)(2)].

Sponsors must establish a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that:

- (1) The program is suitable to the exchange visitor's background, needs, and experience; and,
- (2) The exchange visitor possesses sufficient English proficiency as determined by an objective proficiency measurement to successfully participate in his or her program and to function successfully on a day-to-day basis outside of the direct activity of the exchange (e.g. outside the lab).

A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsor either in-person or by videoconferencing, or, if videoconferencing is not possible, by telephone.

If the sponsor cannot firmly establish sufficient English proficiency, then it is not appropriate to request a DS-2019 for the J-1 exchange visitor, as s/he is not eligible for J-1 status.

To comply with this regulation, the International Students and Scholars office (ISS) will now require proof that a potential scholar meets the English language proficiency requirement.

The English Proficiency Requirement may be satisfied by submitting documentation of at least one of the following:

- 1) Documentation that the prospective J-1 exchange visitor is a Native English speaker from Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, Great Britain, Ireland, New Zealand, Nigeria, Scotland, Singapore, South Africa, or Zimbabwe.
- 2) Copy of diploma from U.S. institution or foreign institution where instruction occurred in English.
- 3) Copy of official scores from one of the following English language tests taken within the last two years and meeting the stated minimum score noted below:

Language Assessment	Minimum Score	Website
TOEFL	Paper Based – 500 / Internet based – 75	<a href="https://www.ets.org/toefl">https://www.ets.org/toefl</a>
IELTS	5.0	<a href="http://www.ielts.org/">http://www.ielts.org/</a>

4) A signed letter from an academic institution or English language school that is internationally recognized indicating prospective exchange visitor's level of English proficiency. The letter must be dated within the last two years, state the dates when the potential scholar attended the institution or school, and affirm that the prospective exchange visitor achieved at least intermediate level skills.

5) J-1 English Proficiency Interview Assessment Report (see template on next page) from an interview conducted in English by the sponsor with the prospective exchange visitor. The interview can be conducted in person, via Skype or other videoconferencing method, or if videoconferencing is not available, telephone. The sponsor conducting the interview must be proficient in English.

The interview should address the content area of the proposed J-1 program and include the following questions:

- What motivated you to pursue a research position at Oklahoma State University?
- What do you think will be the most challenging aspect of living and working in the U.S.?
- How do you think that the time you spend at Oklahoma State University will benefit you personally and professionally?
- Please share what hobbies or extracurricular activities you enjoy.

The interview should be assessed according to the TOEFL Independent Speak Rubric Scoring Standards:

[https://www.ets.org/s/toefl/pdf/toefl\\_speaking\\_rubrics.pdf](https://www.ets.org/s/toefl/pdf/toefl_speaking_rubrics.pdf)

**J-1 English Proficiency Interview Assessment Report**  
**To be completed by the OSU Hosting Department**

Prospective Scholar: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

OSU Department: \_\_\_\_\_ Date of Interview: \_\_\_\_\_

OSU Department Faculty / Member: \_\_\_\_\_

Interview Method:  In Person  By videoconferencing  By Telephone

Question	Score	Assessment Comments
What motivated you to pursue a research position at Oklahoma State University?		
What do you think will be the most challenging aspect of living and working in the U.S?		
How do you think that the time you spend at Oklahoma State University will benefit you personally and professionally?		
Please share what hobbies or extracurricular activities you enjoy.		

**Please enter additional J program content-area questions. These questions should be developed to gauge whether the prospective scholar will be able to function on a day-to-day basis in the U.S. and this specific J program.**


**Sponsor's Overall Assessment** – The required score is 3 or higher based on the TOEFL Independent Speaking Rubrics with a 0 – 4 scoring standards.

I attest that I have interviewed the prospective exchange visitor, and I have verified that scholar's English Language proficiency is sufficient to function on a day-to-day basis in their Oklahoma State University J exchange program and within the local community.

Sponsor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Dependent DS-2019

**Complete form and attach required documentation for requested dependents.**

- Copy of dependent's biographical page of passport
- Proof of financial support – Spouse: \$850 per month (\$10,200/year), Child: \$450 per month (\$5,400/year)

## Dependent Information:

1. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Email\*: \_\_\_\_\_
2. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Email\*: \_\_\_\_\_
3. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Email\*: \_\_\_\_\_
4. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Email\*: \_\_\_\_\_
5. Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_  
City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Email\*: \_\_\_\_\_

\*Dependents who are under the age of 18 are not required to provide an email address.

## I understand that:

1. I am responsible for checking in with the ISS Office within 10 days of the first arrival and prior to the final departure of all J-2 dependents.
2. All J-2 dependents must secure and maintain health insurance meeting the minimum US Department of State requirements for the duration of their stay in the US.
3. I am responsible for providing the ISS Office with a current address in the event that any or all of my dependents are living separately from me.