



University at Buffalo
The State University of New York

Office of International Education
Immigration Services

DS-2019 EXTENSION REQUEST FORM J-1 EXCHANGE VISITOR PROGRAM

(Document must be filled out by the inviting faculty member, not the scholar)

Please type or print clearly. Submit completed form and all other required documentation to Immigration Services, 201 Talbert Hall, North Campus, Attention: MaryJean Zajac.

Scholar's Name _____
Last/Family First Middle

Male Female

Date of Birth _____
Month/Day/Year

E-mail address _____ Person # _____
(if applicable)

Do you have J-2 dependents? Yes No (If so, provide information on page 3.)

Current Home Address

U.S. Telephone number _____

UB Department (e.g. Department of Chemistry)

Workplace Address

Requested Ending Date on Extension DS-2019*: _____
Month/Day/Year

****While a Research Scholar/Professor may hold J-1 visa status for up to five years, DS-2019 are issued for a maximum of one year at a time to provide for annual verification of funding, health insurance coverage and program compliance.**

Will housing be provided as a benefit (e.g. University Guest Quarters)? Yes No

Scholar's Funding Source(s) and Amount(s) (complete all that apply)

- State Appointment* (**Attach employment letter**) \$ _____
- Research Foundation Appointment* (**Attach employment letter**) \$ _____
- UB Foundation Appointment* (**Attach employment letter**) \$ _____
- Other Sponsor (**Attach letter on official letterhead showing support in U.S. dollars and indicating duration**) \$ _____
- Scholar's Government (**Attach letter on official letterhead showing support in U.S. dollars and indicating duration**) \$ _____
- Other Organizations Providing Support \$ _____
- _____ Specify _____
- Personal Funds (**Attach scholar's bank statement showing support in U.S. dollars**) \$ _____
- Other _____ \$ _____
- _____ Specify _____

Total amount of funding \$

** If the scholar will hold a University appointment, refer to salary schedules provided by the appropriate Human Resource Services office for required salary minimums and maximums. MEDEX enrollment is required for University appointments: http://subboard.com/insurance/international_enroll.php.*

** If the scholar will not hold a University appointment, please refer to the [J-1 expense worksheet](#) to calculate the amount needed for the period of time requested.*

Source of **Mandatory** Health Insurance

Note: J-1 Exchange Visitors are required by the U.S. Department of State and SUNY to obtain and maintain medical insurance coverage for themselves and their family members throughout their stay in the U.S. as J-1 Exchange Visitors.

- Benefit of University appointment – I agree to purchase of medical evacuation, repatriation and bedside visit benefits provided by Frontier/MEDEX insurance from the Student Medical Insurance Office
- Scholar will purchase upon arrival from the Student Medical Insurance Office (includes Frontier/MEDEX)
- Scholar will purchase in home country (**Scholar must present an English translation of the policy for evaluation by the Student Medical Insurance Office upon arrival**). Scholar may be required to purchase Frontier/MEDEX from the Student Medical Insurance Office. Therefore, it is not recommended to purchase health insurance in home country.

DS-2019 REQUEST CERTIFICATION AND FEE AGREEMENT

(Please Complete and Submit to UB Immigration Services, 201 Talbert Hall)

► **PRIMARY CHAIR'S CERTIFICATION:**

I HEREBY CERTIFY THAT I SUPPORT THE ISSUANCE OF A FORM DS-2019 ON BEHALF OF THE PROPOSED EXCHANGE VISITOR AND DEPENDENTS, IF ANY, BEING SPONSORED BY THE UNIVERSITY AT BUFFALO OR RESEARCH FOUNDATION.

International Scholar
Being Sponsored for
J-1 Status:

Department:

Departmental Address:

Phone Number:

Chairperson:

Signature:

Date

► **OFFICE OF INTERNATIONAL EDUCATION SERVICES FEE:**

The service fee of **\$75** (EXTENSION DS-2019) will be paid by:

Name:

Title:

Address:

Signature:

Date

There is a one-time service fee of **\$50** to cover all dependents. Please complete the following **only** if the J-1 Scholar wishes to add new family members:

NAME:

Last/Family, First/Given _____

Relationship to Scholar _____

Date of Birth (Month/Day/Year) _____

City and Country of Birth/Citizenship _____

Name of J-1 Scholar: _____

Signature: _____

Date

Please be sure to provide copies of the following items: (1) the family member's passport biographic page, and (2) their birth certificate with English translation.

Previously Approved Accompanying Immediate Family Members (Spouse and/or Children)

NAME:

Last/Family, First/Given

Relationship to Scholar

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

NAME:

Last/Family, First/Given

Relationship to Scholar

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

NAME:

Last/Family, First/Given

Relationship to Scholar

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

NAME:

Last/Family, First/Given

Relationship to Scholar

Date of Birth (Month/Day/Year)

City and Country of Birth/Citizenship

This DS-2019 Request Form MUST BE accompanied by:

- a copy of the scholar's CV
- a copy of the letter of invitation (sample letter available at www.buffalo.edu/intlservices/pdf_files/SampleInvitationLetter.doc)
- a copy of the scholar's and, if applicable, all accompanying dependents' health insurance card(s)

Signatures of BOTH FACULTY AND PRIMARY CHAIR/DEAN are required.

Faculty Member Requesting DS-2019 Form

Name _____ Title _____
Dept. Address _____ Phone _____
Signature _____ E-mail _____

Approval of Primary Departmental Chair or Dean

Name _____ Title _____
Departmental Address _____ Phone _____
Signature _____ E-mail _____

Upon Completion of DS-2019 Form (check only one)

If the J-1 Exchange Visitor is inside the U.S.:

UB Immigration Services will mail the DS-2019 form by **campus mail** to the faculty member requesting the DS-2019.

Faculty Member's Name _____
Campus Address _____

UB Immigration Services will call _____ at
Person's Name
_____ for personal pick up.
Phone Number _____

If the J-1 Exchange Visitor is outside the U.S.:

UB Immigration Services will mail the DS-2019 form by **regular air mail** to the scholar at:

UB Immigration Services will mail the DS-2019 form by **Express Mail** (Please include Express Mail envelope and pre-printed mailer)

Express Mail Service: _____
Account Number: _____

If you have any questions, please call MaryJean Zajac, Immigration Services at 645-2355.

10/2013