

## Department DS-2019 Request for a J-1 Exchange Visitor

### DS-2019 REQUEST OVERVIEW

CU-Boulder must abide by the U.S. regulations for operating and administering an Exchange Visitor (EV) program; failure to administer the program according to the regulations may result in sanctions which include the termination of the EV program and the University's ability to host J-1 visitors.

**Please submit the following documentation from the department and prospective J-1 visitor to [Aileen Kohlerschmidt](#) in one packet (123 UCB):**

- Department DS-2019 Request Form—Department must complete all fields**
  - Include valid Speedtype for DS-2019 processing fee; \$100 fee cannot be charged to a fund 30 or 31 speedtype
  - Include original signature of host faculty member and department chairperson
- CU-Boulder J-1 Program Information Summary-- Department must complete pp. 1-2**
- Documentation of J-1 Exchange Visitor's English Proficiency**
- Funding documentation** (e.g., department offer letter, visitor's scholarship letter, bank letter/statement, [affidavit of support](#) and bank letter);
- J-1 Exchange Visitor Information Form—J-1 visitor must include emergency contact, J rule summary signature, dependent information;**
- Passport biodata page for J-1 visitor and, if applicable, each accompanying dependent.**

If requesting the extension of a current J-1 visitor:  **New Insurance Compliance Form** (completed by J-1 visitor)

### DEPARTMENT REQUEST INFORMATION

**Inviting faculty member must be full-time CU faculty member, not an adjunct. Both the host faculty and department chair must sign this form.**

Department: \_\_\_\_\_ Speedtype to charge for \$100 Processing Fee: \_\_\_\_\_

Cannot be fund 30 or 31

- Request Type:**  Issue a DS-2019 for a new visitor to begin a J program at CU-Boulder  
 Extend a current visitor's J program at CU-Boulder  
 Transfer of a J visitor from another institution to CU-Boulder

*A J-1 visitor is not eligible for a transfer if a waiver of the 2 year home residence requirement has already been obtained.*

**Please indicate how you would like to receive the DS-2019 ISSS issues in order to provide it to your J-1 visitor. (It is required to obtain the J-1 visa.)**

By Campus Mail—Address to: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Department will Pick-Up Documents—Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

### PROPOSED J PROGRAM INFORMATION

Visitor's Family Name: \_\_\_\_\_ Visitor's First & Middle Name: \_\_\_\_\_  
(as listed in passport) (as listed in passport)

Visitor's Date of Birth: \_\_\_\_\_  
Month/ Day / Year

Category Requested for J-1 Program (select only one):

- Short-Term Scholar**—Primary activity: consulting, lecturing, training, conference attendance. Maximum participation: 6 months, no extension. No 12 month bar on beginning new research scholar or professor program.
- Research Scholar**—Primary activity: research. Maximum participation: 5 continuous years. Scholar will be subject to a 2 year bar on repeat participation in research scholar or professor category upon completion of J program.
- Professor**—Primary activity: teaching. Maximum participation: 5 continuous years. Scholar will be subject to a 2 year bar on repeat participation in research scholar or professor category upon completion of J program.
- Specialist**—Field expert coming to observe, consult, or demonstrate special skills. Maximum participation: 1 year, no extension. If program exceeds 6 months, specialist will be subject to 12 month bar on beginning a J-1 research scholar or professor program.

*When selecting a program start date, please be sure to allow sufficient time for DS-2019 processing, mailing, and for the visitor to [obtain a J-1 visa](#).*

Start date should be the J-1 visitor's actual appointment start date and end date should be appointment end date (not travel dates). The J-1 visitor can enter the U.S. 30 days prior to the start date to establish him/herself in Boulder and has 30 days after the program end date to depart the U.S.

**CU-Boulder J-1 appointment/ program dates:** \_\_\_\_\_ to \_\_\_\_\_  
Month/ Day / Year Month/ Day / Year

**Academic Field of J-1 Program:** \_\_\_\_\_  
 (e.g., Atmospheric Sciences; Physics, etc.)

**CU-Boulder Title:** \_\_\_\_\_  
 (e.g., Research Associate; Visiting Professor, etc.)

J visitors cannot be hired for student job classes; Teaching Assistant and Research Assistant are classifications for STUDENT employees and are NOT appropriate for J visitors according to federal regulations. Appropriate research job titles include Professional Research Assistance or Research Associate. Appropriate teaching job titles include Visiting Professor, Instructor, or Lecturer.

**Describe the proposed activity the J-1 visitor will be engaged in for the duration of the J program:**

**Complete address where J-1 visitor will conduct research/activity** (if more than one site of activity, please attach additional site addresses):

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Explain how the host faculty member will monitor the progress and welfare of the J-1 visitor to ensure s/he will fulfill the J program objectives:**

**J-1 FUNDING INFORMATION**

Federal regulations require EV programs to verify that a J-1 visitor has sufficient funding to cover expenses for the duration of the J-1 program (including dependent expenses if applicable). The University estimates the minimum amount of funding necessary to cover living expenses is:

- J-1 Visitor: \$22,140/ year / \$1845/month
- J-2 Spouse: \$11,076/ year / \$922/month (in addition to J-1 visitor funding)
- Each J-2 Child: \$10,572/year / \$881/month (in addition to J-1 visitor and if applicable spouse funding)

**CU-Boulder J-1 program duration is:** \_\_\_\_\_ years and/or \_\_\_\_\_ months

**J-1 visitor will be accompanied by:**  No dependents  J-2 Spouse  J-2 Child  # \_\_\_\_\_ J-2 Children

**The total amount of funds required to participate in the J-1 program for the full duration noted above is:** \$ \_\_\_\_\_

**Indicate the amount and source of funding below. Attach official documentation on letterhead, in English, dated within the last 6 months.**

Funding Source	Amount of Funding for Entire J Program as Requested Above	Documentation Required
<b>CU-Boulder Funding</b>	\$ _____ (only indicate salary amount)	Attach a copy of the CU-Boulder offer letter with salary/ stipend information.
<b>J-1 Visitor's Government</b>	\$ _____	Attach documentation of funding on official letterhead (with English translation if applicable).
<b>Other Organization(s)</b> 1. _____ 2. _____ 3. _____	1. \$ _____ 2. \$ _____ 3. \$ _____	Attach documentation of funding on organization letterhead (with English translation if applicable). Letter should indicate organization, amount of funding, and dates during which the funding is provided. The letter must be on official letterhead, include dates of award/funding and an authorizing signature.
<b>Personal Funds</b> Including sabbatical leave funding	J Visitor: \$ _____ Sponsor: \$ _____ Sabbatical Leave: \$ _____ Other: \$ _____	Attach official documentation (with English translation if applicable). <ul style="list-style-type: none"> <li>• <u>Funds of J Visitor</u>: Official bank letter on letterhead indicating the J visitor's account balance (in US dollars) or an amount of money in excess of that which is required for the J program.</li> <li>• <u>Funds from Sponsor</u>: Letter from sponsor or <a href="#">Affidavit of Support</a> indicating amount (in U.S. dollars) and duration of sponsorship along with official bank letter indicating account balance or an amount of money in excess of that which is required for the sponsorship.</li> <li>• <u>Sabbatical Leave Funds</u>: Official University letter on letterhead indicating details of sabbatical pay and duration of the payments.</li> </ul>

### J-1 VISITOR ENGLISH PROFICIENCY

The U.S. Department of State has mandated that the J-1 visitor have sufficient English proficiency. See 22 CFR §62.10(a)(2):

“Sponsors must establish and utilize a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that the exchange visitor possesses sufficient proficiency in the English language as determined by an objective measurement of the English language proficiency, to **successfully to participate in his or her program and to function on a day-to-day basis.**”

The host faculty must ensure sufficient English proficiency of the J visitor prior to requesting a DS-2019. If the host faculty member cannot firmly establish sufficient English proficiency, then it is not appropriate to request a DS-2019 for the J-visitor, as s/he is not eligible for J-1 status.

**Indicate which objective measure of English proficiency has been used to determine that your visitor has sufficient English proficiency to participate in the J-1 program and to function on a day-to-day basis. Please attach official documentation to the DS-2019 Request Form.**

- 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.
- Copy of diploma from U.S. institution or foreign institution where instruction occurred in English
- Copy of official scores from one of the following English language tests taken within the last two years and meeting the state minimum scores: Sufficient Minimum proficiency scores: TOEFL Paper—537/ Internet-based—75; IELTS—6.5
  - TOEFL or  IELTS    Date Taken: \_\_\_\_\_    Score: \_\_\_\_\_
- 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 English skills.
- [J-1 English Proficiency Interview Assessment Report](#) documenting interview conducted by host faculty member and assessing EVs English proficiency

### J-1 PROGRAM CULTURAL COMPONENT

The purpose of the J EV Program “is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries” [22 CFR §62.1(b)]. Sponsors must offer cross-cultural activities “to give their exchange visitors the broadest exposure to American society, culture, and institutions; and encourage exchange visitors to participate voluntarily in activities that are for the purpose of sharing the language, culture, or history of their home country with Americans, provided such activities do not delay the completion of the exchange visitor's program” [22 CFR §62.8 (d)].

Examples of cross-cultural program themes: Comparative history and politics; education systems; ethnic, racial, religious diversity in the U.S.; American culture, holidays; recreation, community service and volunteerism. Programs should allow for a two-way exchange of information.

**Please indicate the cultural goals/components of this J-1 exchange visitor program. Be specific and include dates of activity if possible.**

- Training in U.S. Teaching Pedagogy     Attendance at Conference     Participation in Cultural Event     Cultural Discussion
- Community Service     Other: \_\_\_\_\_

Additional Information:

### DEPARTMENTAL RESPONSIBILITIES & ATTESTATIONS

In requesting a DS-2019 and agreeing to host a J-1 visitor, the host department and faculty sponsor assume responsibility for ensuring that:

- The department will not send copies of the DS-2019 by fax, email, or mail and will make every effort to ensure no copies of the DS-2019 are made available to any entities including the J-1 visitor (Exceptions: department file copy, Dept. of State, and Dept. of Homeland Security);
- The proposed J-1 program is not for a tenure-track or tenured faculty appointment;
- The J-1 visitor has sufficient English proficiency to participate fully in the proposed J program and function on a day-to-day basis;
- The J-1 visitor has at least a bachelor's degree (or equivalent) and the experience required to fulfil the objectives of the proposed J-1 program;
- The department will provide the J-1 visitor with office space, cultural programming, and support for the duration of the CU-Boulder J-1 program;
- The host faculty member will be physically present and maintain regular contact with the J-1 visitor for the duration of the J-1 program to ensure that the goals of the proposed program are met.

We attest that the department has verified the J-1 visitor's credentials, English proficiency, and financial support. We will uphold the J-1 regulations, assume responsibility for the J-1 visitor for the duration of the J-1 program, and certify that the information provided on this form is true and accurate.

**Host Faculty Member:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Department Chairperson:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_