

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

### DS-2019 REQUEST PROCESS

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 individual submitting the request, host faculty member, and department chairperson
- CU-Boulder J-1 Program Information Summary-- Department must complete pp. 1-2**
- Funding Documentation** (e.g., department offer letter, visitor's scholarship letter, bank letter/statement, [affidavit of support](#) and bank letter);
- Documentation of J-1 Exchange Visitor's English Proficiency**
- 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 scholar will transfer to CU-Boulder from another J sponsor: [J-1 Scholar Transfer-In Form](#) (separate DocuSign Form must be submitted)

### DEPARTMENT REQUEST INFORMATION

Request Type:  Issue a DS-2019 for a new exchange visitor to begin a J program at CU-Boulder

Transfer of a J exchange visitor from another institution to CU-Boulder

A J-1 visitor is not eligible for a transfer if a waiver of the 212 (e) two year home residence requirement has already been obtained.

Prospective Exchange Visitor's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
LAST NAME First Name

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

Department Address: \_\_\_\_\_ Cannot be fund 30 or 31

**Host faculty member must be full-time CU faculty member, not an adjunct.**

Host Faculty Member Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Office Location: \_\_\_\_\_ Email: \_\_\_\_\_

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—Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Individual Submitting Request: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

### J PROGRAM INFORMATION

#### Program Dates

*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 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

Category Requested for J-1 Program (descriptions below):  Short-Term Scholar  Research Scholar  Professor  Specialist

**Category Descriptions:**

*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.

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

Please provide a rationale for inviting the J-1 scholar to campus. What is the purpose or nature of the collaboration?

Please indicate the specific goals and objectives for the J-1 program (include deadlines where appropriate):

Will the J-1 visitor conduct the research/activity on CU-Boulder's Main or East Campus?  Yes  No

If the site of activity is not on Main or East campus, please enter the complete site of activity address below.  
(If there will be 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:

### CU-BOULDER JOB STATUS

The exchange visitor will have a \_\_\_\_\_ % appointment. Job Code: \_\_\_\_\_

The exchange visitor will work the following number of hours/week: \_\_\_\_\_

What will the J-1 exchange visitor's account status be? (Determines whether a scholar has an IdentiKey, Colorado.edu email, remote library access)

- Faculty/Staff (on payroll)   
  **Person of Interest Type A** (IdentiKey only—e.g., volunteer, other)   
  **Person of Interest Type B** (IdentiKey & Colorado.edu email—e.g., visiting scholar, affiliate, external instructor)
- Person of Interest Type C** (Requires an SSN— e.g., pre- or summer employment)   
  **Sponsored Affiliate** (HR appointment not possible)   
  Person of Interest with No Services Provided

### CU-BOULDER FUNDING

- Exchange visitor will NOT receive CU-Boulder funding.
- Exchange visitor WILL receive CU-Boulder funding in the amount of \_\_\_\_\_ (indicate salary/stipend amount and attach letter)
- Funding period:    Yearly    Monthly    Weekly    Other: \_\_\_\_\_
- Total CU-Boulder funding for the entire J program: \$ \_\_\_\_\_

**Funding letter must be completed and signed by all required parties (e.g., host faculty, dean, vice chancellor, J-1 visitor etc.).**

### J-1 VISITOR ENGLISH PROFICIENCY

The U.S. Department of State has mandated that J-1 visitors have sufficient English proficiency to participate in the program. If the host faculty member cannot firmly establish sufficient English proficiency, it is not appropriate to request a DS-2019 for the J-1 visitor.

“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...to **successfully participate in his or her program and to function on a day-to-day basis**” [22 CFR §62.10(a)(2)].

Please indicate objective measure of English proficiency below.		Attach Official Documentation
<input type="checkbox"/>	<b>Documentation that Exchange Visitor is a Native English speaker from an English speaking country.</b> Indicate country: <input type="checkbox"/> Australia <input type="checkbox"/> Belize <input type="checkbox"/> Botswana <input type="checkbox"/> Canada (except Quebec) <input type="checkbox"/> Commonwealth Caribbean <input type="checkbox"/> Ghana <input type="checkbox"/> Great Britain <input type="checkbox"/> Ireland <input type="checkbox"/> New Zealand <input type="checkbox"/> Nigeria <input type="checkbox"/> Scotland <input type="checkbox"/> Singapore <input type="checkbox"/> South Africa <input type="checkbox"/> Zimbabwe	<b>Passport Copy</b>
<input type="checkbox"/>	<b>Copy of Exchange Visitor's diploma from U.S. institution or foreign institution where instruction occurred in English and, if applicable, documentation that the instruction occurred in English.</b>	<b>Copy of Diploma; Documentation Instruction was in English</b>
<input type="checkbox"/>	<b>Copy of official scores from one of the following English language tests taken within the <u>last two years</u> and meeting the stated minimum scores</b> <input type="checkbox"/> TOEFL minimum score 75 (Internet-Based) or 537 (Paper) <input type="checkbox"/> IELTS minimum score of 6.5 <input type="checkbox"/> TOEIC minimum score of 785 <input type="checkbox"/> Common European Framework minimum score of B2 <input type="checkbox"/> PTE Academic minimum score of 50 <input type="checkbox"/> CamLa (Cambridge/Michigan) minimum score of 75  Date Test was Taken: _____   Score: _____	<b>Official Test Scores</b>
<input type="checkbox"/>	<b>A signed letter from an academic institution or English language school that is internationally recognized indicating prospective exchange visitor's level of English proficiency.</b> The letter must be: 1) dated within the last <u>two years</u> ; 2) state the dates when the potential exchange visitor attended the institution or school; and 3) affirm that the prospective exchange visitor achieved at least intermediate-level English skills.	<b>Signed Letter on Letterhead</b>
<input type="checkbox"/>	<b>J-1 English Proficiency Interview Assessment Report</b> Documentation of interview conducted by host faculty member and assessing EVs English proficiency.	<b>Interview Assessment Report</b>

**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     Participation in International Coffee Hour     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 host department will not make an electronic copy of the DS-2019 and will not send copies of the DS-2019 by email. Any paper copy of the DS-2019 must be marked “COPY.” The department agrees to make every effort to ensure no electronic copies of the DS-2019 are made available to any entities including the J-1 visitor;
- 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 host 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;
- The host department will ensure that the J-1 visitor completes Immigration Reporting with ISSS (Tuesday at 10 am) upon arrival in the U.S. and no later than 30 days after the program start date. Failure to complete Immigration Reporting will result in the termination of the visitor’s J-1 record.
- At the end of the J-1 program, even if the J-1 visitor is completing on-time, the host faculty member and J-1 visitor must submit the [J-1 Scholar Program: Completion, Early Completion, or Transfer Form](#).

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

**Host Faculty Member:**

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

**Department Chairperson:**

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