

DS-2019 Initial Request Form

University of Hawaii Faculty & Scholar Immigration Services
www.hawaii.edu/fsis

Use this form to request sponsorship for new J-1 exchange visitors and to request UH interdepartmental transfers.

J-1 exchange visitor (EV): _____ Start Date: _____ End Date: _____

Please attach:

- UH FSIS [J-1 Information Form](#)
- UH FSIS [J-2 Information Form](#) (if applicable)
- UH FSIS [Agreement to Oversee J-1 & J-2\(s\)](#)
- Copy of [faculty sponsor's invitation letter](#) to the EV, which must include UH title, program dates, all sites of activities, description of specific research/training/instructional activity, & confirmation of funding.
- Acceptance of the invitation from the prospective EV (email is fine)
- Curriculum vitae or resume (not required for internal transfers)
- Evidence of financial support - funding for the full requested period must meet the [minimum requirements](#).
 - Proof of UH funding—PNF (copy), UH FSIS [J-1 Stipend Form](#) (original), Form 6 (copy), or consultant contract (copy), fully executed with all required signatures.
 - PNF for non-comp appointment **and** evidence of financial support in USD (include a [currency conversion](#) if needed):
 - Funding from other organization(s)—letter on organization's letterhead stating: (1) funding source (government or private), (2) amount in USD, & (3) start & end dates of funding period.
 - Personal funding—certified bank statement in USD. If the EV &/or J-2(s) are not named on the statement, include an attestation stating the monthly funding amount & dates of support from the account holder.
- UH FSIS [J-1 English Proficiency Certification](#) and relevant documentation
- UH FSIS [J-1 Health Insurance Acknowledgment Form](#)
- UH FSIS [J-1 Health Insurance Compliance Form](#) (UH internal transfers only)
- UH FSIS [I-94 Record Retrieval Consent](#)
- Copies of [passport biodata/identification pages](#) for EV and each J-2 dependent
- UH FSIS [J-1 Internal Transfer Form](#) (UH internal transfers only)

Has this person ever previously been in J-1 or J-2 status?

No Yes—see [12-month & 24-month bars](#), attach DS-2019s from prior J-1/J-2 periods, & complete below:

1. Name: _____ J-1 or J-2? J-1's category: _____

Start & end dates: _____ Sponsoring org: _____

2. Name: _____ J-1 or J-2? J-1's category: _____

Start & end dates: _____ Sponsoring org: _____

Attach a separate sheet if more space is needed

Faculty sponsor's signature: _____ Name: _____ Date: _____

Email: _____ Phone: _____

Dept Chair's signature: _____ Name: _____ Date: _____

Dean's/Dir's signature: _____ Name: _____ Date: _____

HR specialist: _____ Email: _____ Phone: _____

FSIS received on: