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University of Idaho
International Programs

J-1 Visitor Exchange Program
REQUEST TO SPONSOR A J-1 EXCHANGE VISITOR

This is a request to sponsor the foreign national below to participate in, or extend participation in a J-1 program at the UI. If found eligible for a J-1 program, the International Student, Scholar, and Faculty Services (ISSFS) advisor from International Programs will issue a J-1 Form DS-2019 to the named foreign national and a J-2 Form DS-2019 to qualifying dependents. The Form DS-2019 is generated through the Student and Exchange Visitor Information System (SEVIS) by a U.S. Department of Homeland Security designated Responsible Officer (who also the ISSFS Advisor).

Upon receipt of this request form, please allow at least three(3) business days for the Form DS-2019, as the request may require review and authorization by other UI offices. The completed packet may be picked up by a representative from the requesting department, forwarded via campus mail or sent directly to the J-1 Visitor by FedEx (see page 4).

The purpose of this form is to request that UI:

☐ Sponsor a new J-1 visitor to come to UI from abroad (or to change status in the U.S.)

☐ Extend a current program of J-1 visitor at the UI
If the scholar has received a letter from U.S. Department of State granting a waiver of the Home Residency Requirement [212(e)], no extension is possible.

☐ Transfer a current J-1 visitor to a UI program from another institution's J-1 program.
The DS-2019 will be issued once the visitor has an address in Idaho and checks in with ISSFS.

Please select one:
☐ Research Scholar Professor
☐ Short-term Scholar (maximum of 6 months)
☐ Specialist ☐ Student Intern

INFORMATION ABOUT THE J-1 VISITOR

Is the prospective visitor in the U.S.?* ☐

If yes, on what type of visa? _____ (e.g., J-1 student, J-1 scholar, F-1, B-1, etc.) .
**If the prospective scholar is in the U.S., please provide all current and previous visa documentation*

If the individual for whom the DS-2019 is being requested is currently in their home country, have they been in the U.S. as a J-1 Research Scholar or Visiting Professor within the last 24 months? ☐

Please provide the individual's permanent address in their home country:

Street address: _____

City: _____

Province: _____

Postal Code: _____

Country: _____

Email Address: _____

VISA INFORMATION: (Information should be consistent with the prospective visitor's passport information.)

_____
Last (Family) Name First (Given) Name Middle Name Male/Female

_____
Date of Birth (MM/DD/YYYY) City of Birth Country of Birth

_____
Country of Citizenship Country of Residency

_____
Current Position and Employer/Institution

☐ J-1 Scholar will be accompanied by family members?
(Complete the J-2 Dependents Addendum on page 5)

UI HOST DEPARTMENT INFORMATION:

Host Department: _____

Scholar's UI Faculty Supervisor: _____

Scholar's UI Title (i.e. Post Doc, Research Scientist, Instructor): _____

Name of Contact Person in Department:_____

Phone Number:_____

Email Address:_____

Fax Number:_____

Program Duration: (Begin Date) _____ to (End Date) _____
**Periods of 6 months or less will limit scholars to "Short-Term" category without possibility of extension beyond 6 months. If there is a possibility that further time would be necessary, contact Tammi Johnson.*

Scholar must arrive in the U.S. within 30 days of the begin date (before or after). DS-2019 becomes invalid if scholar does not arrive within 30 days after the begin date and new documents must be issued in order for scholar to enter the U.S.

Briefly describe the research or professional activity to be conducted and what the department will do to promote cultural exchange *(the spirit of the J-1 classification is to provide academic **and** cultural exchange)***:**

FUNDING:

Minimum funding for a department to sponsor a J-1 scholar is $1,100 per month. In addition, minimum funding for each J-2 dependent is $500 per month. If UI is not providing sufficient funding, please attach evidence that the scholar will have sufficient funding on hand to make up the difference. Evidence may include a bank statement and/or an official award letter from an outside funding source. All currency should be converted to U.S. dollars.

Please identify all funding sources and the amounts provided during the requested program dates:

Source	Description	Amount
UI Host Department		
If UI funding, indicate type (i.e. hourly)		
U.S. Government Agency		
Scholar's home country government		
Scholar's home institution		
Scholar's personal funds		
Other – Specify:		
	TOTAL FUNDING:	

INSURANCE INFORMATION:

All J-1 and J-2 visitors must maintain medical insurance that meets specific U.S. Department of State requirements. The usual insurance package provided by UI for staff/faculty exceeds the minimum requirements, except for medical evacuation and repatriation (which may be purchased separately for a nominal amount.

Will the hosting department provide the J-1 scholar with medical insurance?

☐ Yes ☐ No

REQUIRED DOCUMENTATION

For all requests except program extensions	For J-1 program extensions and transfers
1) Copy of visitor's and family members' passports 2) Copy or original of invitation letter furnished to J-1 visitor 3) C.V./Resume of J-1 visitor 4) Supporting documents for proof of funding of all sources named	1) Proof that the J-1 visitor and dependents continue to possess adequate health insurance coverage. 2) Copies of current and previous DS-2019's, passports, visa stamps and I-94's 3) Supporting documents for proof of funding of all sources named. 4) If transferring, a completed "J-1 Transfer-In Form"
Please enclose all materials to complete the J-1 Sponsor Request	

SHIPMENT OF DOCUMENTS TO J-1 VISITOR

To send the DS-2019 and pre-arrival packet of information to the prospective J-1 visitor, there are three choices:

ISSFS contacts the requesting department to pick up the document, which the department sends
ISSFS sends the documents to the requesting department by campus mail; department sends
ISSFS sends the packet directly to the prospective scholar by FedEx. If you would like to select this option, please provide a budget number from the requesting department. If you would like to send any documents with the packet, please make sure we have them in advance

Departmental Budget Number: _____

Complete Address to which ISSFS will send the packet by FedEx:

Name: _____

Street address: _____

City:_____

Province: _____

Postal Code:_____

Country:_____

Email: _____

Phone Number: _____

DEAN'S OFFICE AND DEPARTMENTAL APPROVAL

_____ _____

Typed or Printed Name of Chair Signature of Chair Date

_____ _____

Typed or Printed Name of Dean Signature of Dean Date

UI SPONSORING DEPARTMENT INFORMATION:
Financial requirements may be obtained from the Responsible Officer (RO). Information is updated once a year to accommodate cost of living increases and is used to determine the financial eligibility of the prospective scholar and his/her family.

The minimum departmental responsibilities are as follows:
The sponsoring department will be responsible for "an orientation that helps the scholar adapt to and work effectively in the academic unit and providing visiting scholar privileges," (i.e. use of research facilities, office or work space, auditing of classes, consultation with faculty members, and any other privileges that may be granted without charging or collection of fees.

Responsibilities of International Programs and the RO:
The Responsible Officer in IPO obtains V#'s for the J-1 Visitors to aid in obtaining a Vandal Card that entities the user to the use of some campus facilities, including the library. If the J-1 visitor contract does not include UI health care benefits, the RO will review requirements for health insurance coverage and/ or provide information on policies that meet US Dept. of State guidelines. The RO will also provide general orientation materials on the visa requirements governing the Exchange Visitor Program, U.S. tax compliance, university and community resources, health care, life and customs in the U.S. and cultural adjustment.

Dependent Addendum

All information must be exactly as it appears in the foreign national's passport.

Spouse

Last (Family) Name | First (Given) Name | Middle Name

Date Date of Birth (MM/DD/YYYY) | City of Birth | Country of Birth

All child dependents must be under 21 years of age. If children turn 21 while in the U.S., they must apply for a valid change of status or return to their home country.

Child 1 *(Please use a separate sheet of paper if more than four children)*

Last (Family) Name | First (Given) Name | Middle Name | Male/Female

Date of Birth (MM/DD/YYYY) | City of Birth | Country of Birth

Child 2

Last (Family) Name | First (Given) Name | Middle Name | Male/Female

Date of Birth (MM/DD/YYYY) | City of Birth | Country of Birth

Child 3

Last (Family) Name | First (Given) Name | Middle Name | Male/Female

Date of Birth (MM/DD/YYYY) | City of Birth | Country of Birth

Child 4

Last (Family) Name | First (Given) Name | Middle Name | Male/Female

Date of Birth (MM/DD/YYYY) | City of Birth | Country of Birth