

Request for J-1 Exchange Visitor Visa – Document DS-2019

Biographical Information

The DS-2019 form will be mailed directly to the visitor unless otherwise requested.
Please return these forms to address listed below.

(PLEASE TYPE OR PRINT ALL INFORMATION AND COMPLETE ALL SECTIONS)

Visitor's Name (on passport) _____ Sex: _____
(Last/Family) (First/Given) (Middle)

Date of Birth _____ City & Country of Birth _____
(mm/dd/yyyy) (City) (Country)

Legal Resident of _____ Citizenship _____
(Country) (Country)

Marital Status _____ Number of Dependents Accompanying Visitor _____

Visitor's Dependents:

(Name, Date of Birth, Relationship to visitor, city and country of birth, residency, citizenship)

(1) _____

(2) _____

(3) _____

(4) _____

(If more space is needed, please attach supplemental document)

Position/Title in Home Country _____ Employer/School _____

Is the employer government-connected? _____

Visitor's Mailing Address _____

Visitor's Phone Number _____

Visitor's E-mail Address _____

J-1 Status Eligibility

In order to determine eligibility for the J-1 Research Scholar/Professor category, please complete the following questionnaire.

- 1. In the preceding 24 months, have you been physically present in the U.S. in a J visa category? _____
- 2. If you answered "yes" to the above question, please indicate:
 - a. Number of Programs _____
 - b. Program category
(e.g. student, research scholar, professor, spouse, short-term scholar, medical trainee)

_____	from _____	to _____
(Category)	(mm/dd/yy)	(mm/dd/yy)
_____	from _____	to _____
(Category)	(mm/dd/yy)	(mm/dd/yy)
_____	from _____	to _____
(Category)	(mm/dd/yy)	(mm/dd/yy)

Sponsorship Information

Duration of Sponsorship at West Virginia University: Beginning Date _____ Ending Date _____
(mm/dd/yyyy) (mm/dd/yyyy)

WVU Department _____ J-1 Category _____

Subject / Field & Duties (Please list the general subject or field of research and explain the duties – please be as specific as possible):

WVU Funded? _____ If yes, provide salary: _____

Financial Support Other Than WVU? _____ If yes, provide salary: _____

(If **yes** for either of the above, a letter from the sponsoring agency detailing the AMOUNT, TERMS, & DURATION OF AWARD must accompany this request. If both above are **no**, a letter of financial guarantee must be provided by a banking institution.)

Does the visitor have adequate English proficiency to perform duties specified? _____
(*Please complete "J-1 English Fluency Attestation Form" before answering.)

Is this sponsorship renewable? _____

Sponsoring Unit Responsibilities for J-1 Exchange Visitors

WVU must comply with federal regulatory requirements related to the University's J-1 Exchange Visitor Program. WVU's ability to conduct the J-1 Exchange Visitor Program according to the U.S. Department of State designation depends solely on an effective working collaboration between International Students and Scholars Services ("ISSS") and University departments that sponsor and host J-1 visitors.

The following list of sponsoring department responsibilities derives from the federal J-1 Exchange Visitor regulations:

- J-1 sponsoring units must take responsibility for meeting the following regulatory requirements on behalf of WVU:**
 - English Language Proficiency:** Verify and ensure that the exchange visitor has sufficient English language skills to successfully conduct his/her program of teaching, research/study and successfully participate in the various academic, cultural, and social environments of the exchange visit at WVU. Please complete the J-1 English proficiency form at: <http://oiss.wvu.edu/info-for-departments/j-1-scholars-information-for-departments>.
 - Housing/Local Community Resources/American Culture:** Provide the exchange visitor with information and assistance regarding housing, community resources, American culture and any other adjustment matters with which the visitor needs assistance; adequate office or laboratory facilities, including desk space, access to telephone services, and access to department and university facilities.
- J-1 sponsoring units must notify ISSS of any and all of the following matters:**
 - Anticipated late arrivals:** It is essential that the sponsoring department notifies ISSS if the visitor's arrival is more than 30 days after the DS-2019 start. ISSS may need to issue a revised DS-2019 that the sponsoring unit will need to express-mail to the visitor.
 - Cancellation of visit:** It is imperative that the sponsoring department notifies ISSS if a planned visit for which ISSS has issued a DS-2019 is canceled. Regulations require that the unused DS-2019 form (including those of immediate dependents) be returned to ISSS for proper disposal.
 - Early departures of visitors:** Inform ISSS of J-1 visitor's early departure by completing the End of Program Report for J-1 form available on ISSS website at <http://oiss.wvu.edu/info-for-departments/j-1-scholars-information-for-departments>.
 - Anticipated program changes for visitors:** Inform ISSS of any changes in the visitor's program objective. Regulations forbid substantive changes in a specific visitor's program. The sponsoring department must consult with ISSS and the Export Control Office (contact: exportcontrol@mail.wvu.edu) prior to making any substantive changes in the visitor's original objective. Provided the changes are consistent with the visitor's original objective and pass the export control review, ISSS will amend the SEVIS record accordingly.

Department Approval and Contact Information

FedEx/UPS/DHL Account # _____ **OR** Pick up for Self-mailing? _____

Office Contact _____
(Name) (Phone) (Email)

By signing below, I confirm that I have read this document and understand the responsibilities.

Supervisor _____
(Name) (Signature) (Date) (Email)

Department Chair _____
(Name) (Signature) (Date) (Email)