

## **Requesting a DS-2019 for an exchange scholar**

The IPS document “Information for Departments – J-1 Exchange Visitors” is available [HERE](http://www.ips.mtu.edu/FAQs/Immigration/J1%20Dept%20Info.pdf):  
<http://www.ips.mtu.edu/FAQs/Immigration/J1%20Dept%20Info.pdf>

### **NEW REQUESTS**

1. Complete the DS-2019 Request Form: <http://www.ips.mtu.edu/Forms/Immigration/DS-2019Request.pdf>
  - a. The “**From**” **date** should be chosen so that there is ample time for the DS-2019 paperwork to be processed in IPS, returned to your office, and forwarded to the scholar before the scheduled visa interview. The scholar may enter the country up to 30 days before the “from” date.
  - b. The **Michigan Tech department head signs** the form (2<sup>nd</sup> line from the bottom of first page).
  - c. Sponsoring **person** signs verification of eligibility (page 2).
2. Send the completed form to the IPS Office with the following documents attached:
  - a. Clear **copy of the photo page of the passport** of **each person** entering the country (scholar and dependents). The name must be given on the DS-2019 exactly as it is on the passport. Having a copy of the passport will avoid delays.
  - b. Photocopy of the **offer letter** indicating amount of support and specific project/work the scholar will be engaged in.

When the paperwork has been processed in IPS, the scholar’s DS-2019 form (and dependents’ forms if applicable) will be returned to the originating MTU department. Several information sheets will also be included. The DS-2019(s) and the information sheets should be sent to the scholar in time for her/his visa interview. Generally, this requires they be sent via FedEx or similar expedited service.

**URGENT:** When the scholar arrives, s/he **must** check in with the International Office. Proof of insurance must be taken to the Student Insurance office in HR. If the scholar is being paid by MTU, s/he must also check in with HR/Payroll.

### **RENEWALS**

1. Complete the DS-2019 Extension Request Form: <http://www.ips.mtu.edu/Forms/Immigration/DS-2019%20Scholar%20Extension%20Request.pdf>
  - a. The renewal must be processed before the program end date listed on the DS-2019.
  - b. Photocopies of the passport(s) are not necessary with a renewal.
  - c. The **Michigan Tech department head signs** the form (2<sup>nd</sup> line from the bottom of first page).
2. Send the completed form to the IPS Office with the following documents attached:
  - a. Photocopy of the **offer letter** indicating amount and duration of support including the **new end date**.

### **DEPENDENTS**

Complete the DS-2019 Dependent Request: <http://www.ips.mtu.edu/Forms/Immigration/DS-2019%20dependent%20request.pdf>

---

## ***RULE CHANGE: 2-year bar explanation—Visiting Research Scholars, Professors***

Effective November 17, 2006, the maximum length of program for J-1 exchange visitors in the Research Scholar and Professor category increased to 5 years. However, the 5-year length of program does not allow an exchange visitor to complete one project, leave the country, and return a month later to begin a new program, even if the total time is less than 5 years. Rather, once an exchange visitor arrives in the U.S. in J-1 status, the 5-year clock begins, **AND** if the program ends without the stay being extended, even if only 7 months later, the exchange visitor becomes subject to a 2-year bar on repeat participation as a Research Scholar or Professor. S/he will not be eligible for a J-1 exchange visa for 2 years.

Following are some guidelines we will adopt for implementation of this rule change.

- If (1) funding is available for 5 years, (2) the sponsoring department requests it, and (3) the scholar is anticipated to need or use a full 5 year period, a DS-2019 (Exchange Visitor eligibility form) may be issued for that 5-year period.
- If only partial funding is available, the DS-2019 form will be issued for the specific length of time determined by the funding amount and requested by the sponsoring department. Extensions up to a total of 5 years are possible when additional funding becomes available and upon the sponsoring department's request for extension PROVIDED THAT the extension is requested prior to the expiration of the current DS-2019.
- **For programs scheduled to last 6 months or less, we will issue DS-2019 forms for the Short-Term Scholar category.** An exchange visitor in this J category does not become subject to the 2-year bar.
- The Short-Term Scholar category allows a maximum stay of 6 months and cannot be extended beyond the 6 months. **If the researcher needs to stay longer to complete the research project, travel abroad and re-entry to the U.S. with a new DS-2019 is possible.** This new DS-2019 may either be issued for another Short-Term Scholar program or for the Research Scholar category if it is determined that the program will last more than an additional 6 months.
- With a new DS-2019 form, a new SEVIS fee must be paid. In most circumstances, a new J-1 visa application must also be made at a U.S. consulate abroad.
- Health Insurance: Health insurance coverage remains mandatory for J-1 exchange visitors and their J-2 dependents during their entire stay in the U.S. in J status.
- ARRIVAL DATE: Exchange visitors should arrive in the United States on or before, but no more than 30 days before, the program begin date listed in SEVIS and on Form DS-2019.

## DS-2019 FORM REQUEST FORM

*Please do not leave any lines blank.*

MTU ID \_\_\_\_\_

Email \_\_\_\_\_

This box for IPS use only

NAME \_\_\_\_\_  
*Last (Surname/Family) First Middle*

GENDER \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ EMAIL \_\_\_\_\_  
*City Country*

COUNTRY OF CITIZENSHIP \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
*Write out month in letters*

COUNTRY OF LEGAL PERMANENT RESIDENCY \_\_\_\_\_

POSITION IN THAT COUNTRY, (e.g., professor, grad student, govt. researcher) \_\_\_\_\_

ADDRESS OUTSIDE U.S. \_\_\_\_\_

CURRENT U.S. ADDRESS (IF IN U.S.) \_\_\_\_\_

PURPOSE OF REQUEST:                   Begin a new program accompanied by \_\_\_\_\_ immediate family members.  
IF ACCOMPANIED, complete dependent info page.  
Transfer from another school's J-1 program

Related forms:   Scholar Extension [HERE](#)    Dependent Request [HERE](#)

PROGRAM DATES: From \_\_\_\_\_, 20\_\_\_\_ To \_\_\_\_\_, 20\_\_\_\_

- CATEGORY:
- Short-term Research Scholar (6-months maximum, cannot be renewed)
  - Student
  - Professor
  - Research Scholar

DESCRIPTION OF ACTIVITY: \_\_\_\_\_  
\_\_\_\_\_

SUBJECT/FIELD CODE: \_\_\_\_\_ [Copy and paste the URL below; clicking it will clear this form.]  
LIST IS AVAILABLE <http://www.ips.mtu.edu/Forms/Immigration/SubjectCodes.pdf>

LOCATION WHERE ACTIVITY WILL BE DONE: \_\_\_\_\_

FINANCIAL SPONSORSHIP BY \_\_\_\_\_

AMOUNT OF SUPPORT:   \$ \_\_\_\_\_                   (Total for entire time in US must be at least \$14,000 per year)

WILL THE SCHOLAR BE AN MTU EMPLOYEE WITH MEDICAL BENEFITS?           YES           NO  
*Medical insurance premiums may NOT be paid directly from any Michigan Tech account.*

PERSON COMPLETING THIS FORM \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ Michigan Tech Phone for follow-up \_\_\_\_\_

DEPARTMENT HEAD APPROVAL (*SIGNATURE REQUIRED*) \_\_\_\_\_

***Next page, "Visitor Eligibility" must be signed and attached.***

**Copy of picture page of passport for scholar and each dependent (name, birthdate, and place of birth) must be attached**

Please return this form to International Programs and Services, 200 Administration Building.  
A completed DS-2019 Form will be sent to you so that you can forward it to the individual concerned.

## Visitor Eligibility to participate in the Exchange Visitor Program as a Professor or Research Scholar

An individual may be selected for participation subject to the following conditions:

1. The exchange visitor must not be a candidate for a tenure track position (see 22 CFR 62.20 (d)(1))
2. In addition, there are two bars that apply to everyone acquiring J-1 status in the Research Scholar or Professor categories. One is a new 24-month repeat participation bar . The other is the existing 12-month bar. If **EITHER** bar applies, the person is prohibited by the U.S. Department of State from:
  - Entering the U.S. in a J-1 Research Scholar or Professor program
  - Changing their status to J-1 Research Scholar or Professor (if inside the U.S.)

NOTE: Neither of these bars has any impact on the two-year home residency requirement that applies to many J-1 scholars. The home residency requirement is separate from the two bars.

### **Existing 12-Month Bar:**

Has this person been in the US on *any* J status in the last 12 months? If yes, this person cannot begin a *new* program as a J-1 Research Scholar or Professor.

NOTE: If s/he was a Research Scholar or Professor on or after November 18, 2006, the question is moot because the 24-month repeat participation bar applies. If s/he was a J-1 Research Scholar or Professor before November 18, 2006, or in one of the other categories that would be affected, such as J-1 student, J-2 dependent, Physician, Specialist, Trainee, Au Pair, Summer Work Study, Camp Counselor, the 12-month bar would apply.

- Exception: Being a Short-Term Scholar does not subject a person to the bar.

### **New 24-Month Bar:**

An exchange visitor is **NOT** eligible for participation as a Professor or Research Scholar for a period of two years following the program end date identified in SEVIS if he or she meets these two criteria:

- Entered the United States under the Exchange Visitor Program as a Professor or Research Scholar, or who has acquired such status while in the United States AND
- Completed his or her program

In other words: Has this person had J-1 status in the Research Scholar or Professor categories in the last 24 months? If yes, this person cannot begin a new program as a J-1 Research Scholar or Professor.

- Exception: If the last program ended in SEVIS (Student and Exchange Visitor Information System, Department of Homeland Security) before November 18, 2006
- Exception: Being a Short-Term Scholar does not subject a person to the bar.

---

I certify that the person for whom I am requesting a DS-2019 is eligible to participate in the Exchange Visitor Program as a Professor or Research Scholar as explained above.

\_\_\_\_\_  
*Signature of Person Requesting DS-2019*

\_\_\_\_\_  
*Date*

DEPENDENT INFORMATION

---

Last (Surname/Family)	First	Middle
BIRTHDATE (Write out month in letters)_____		
GENDER_____ RELATIONSHIP _____Spouse _____Child		
CITY OF BIRTH_____		
COUNTRY OF BIRTH_____		
COUNTRY OF CITIZENSHIP_____		
COUNTRY OF LEGAL PERMANENT RESIDENCE_____		

---

Last (Surname/Family)	First	Middle
BIRTHDATE (Write out month in letters)_____		
GENDER_____ RELATIONSHIP _____Spouse _____Child		
CITY OF BIRTH_____		
COUNTRY OF BIRTH_____		
COUNTRY OF CITIZENSHIP_____		
COUNTRY OF LEGAL PERMANENT RESIDENCE_____		

---

Last (Surname/Family)	First	Middle
BIRTHDATE (Write out month in letters)_____		
GENDER_____ RELATIONSHIP _____Spouse _____Child		
CITY OF BIRTH_____		
COUNTRY OF BIRTH_____		
COUNTRY OF CITIZENSHIP_____		
COUNTRY OF LEGAL PERMANENT RESIDENCE_____		

---

Last (Surname/Family)	First	Middle
BIRTHDATE (Write out month in letters)_____		
GENDER_____ RELATIONSHIP _____Spouse _____Child		
CITY OF BIRTH_____		
COUNTRY OF BIRTH_____		
COUNTRY OF CITIZENSHIP_____		
COUNTRY OF LEGAL PERMANENT RESIDENCE_____		

Michigan Technological University is an equal opportunity educational institution/equal opportunity employer.