

## DS-2019 REQUEST FORM FOR J-1 VISITING SCHOLAR

The exchange visitor program (J-1 visa) is administered by the U.S. Department of State. The educational and cultural exchange program is appropriate for visitors coming to the U.S. for a temporary appointment, 5 years or less, as a professor, researcher, or short-term scholar. Scholars should have at least the equivalent of a U.S. Master's degree, or a Bachelor's degree with extensive experience. **The J-1 is not appropriate for a tenure track candidate.**

### Departmental Submission Process

Please scan completed submission and documents, then email to [jinfo@unt.edu](mailto:jinfo@unt.edu). **\*All documents MUST be in English.\***

1. **DS-2019 Request form (last 3 pages of this packet) completed and signed by department.**
  - a. **Please remember this form should be completed by the department.** We cannot have forms completed by the scholar. The scholar cannot determine English proficiency or decide what you are inviting him/her for, etc.
2. **Documentation of funding.**
  - a. If this is UNT funding you can just list it on the form. Otherwise, scan the documentation and email it in with the rest of the submission.
3. **Verification of sufficient English language proficiency.**
  - a. The State Department is very concerned about the English language proficiency of scholars. They insist that the scholar must have sufficient English language proficiency not only for working on campus, but to engage in activities and learn about life in the U.S. The new regulations, which we all must follow, give five options for how to meet this requirement (outlined in Part IV/Page 7 of this form).
  - b. Please indicate the one option you choose to use, and provide the indicated documentation.
4. **Passport identity pages.**
  - a. Copy of the J-1's passport identity page.
  - b. Copy of each dependent's passport identity page.
5. **Invitation Letter (copy) from UNT Department.**
  - a. The original Invitation Letter should be mailed to the scholar to take to his/her visa appointment

### After Submission to ISSS:

1. ISSS reviews the request and issues a DS-2019 for the department to send to the prospective scholar. ISSS enters the necessary information about the scholar and dependents in the SEVIS system when issuing the form. SEVIS information must be entered before the U.S. Embassy/Consulate can issue the visa stamp.
2. The scholar pays the SEVIS Fee online at <https://www.fmjfee.com> and prints a receipt.
3. The prospective scholar will present the DS-2019, SEVIS fee receipt, Department Invitation Letter, and other required documents to the appropriate U.S. Embassy/Consulate in his/her country and request a J-1 visa stamp. Scholar should check the U.S. Embassy/Consulate website for specific requirements.
4. The scholar must enter the U.S. within 30 days of the begin date. **If the scholar cannot enter by the start date, ISSS must be notified to enter a new entry date in the SEVIS system to keep the J scholar's record valid and facilitate entry.**
  - a. SEVIS/J-1 regulations require that ISSS enter the arrival or non-arrival information in the SEVIS system for the scholar. The scholar must schedule orientation with ISSS upon arrival at UNT. If this is not done in time for ISSS to validate the SEVIS record inside of 30 days from U.S. entry, the J scholar will become illegal.  
*Scholar Orientations must be scheduled in advance by emailing [jinfo@unt.edu](mailto:jinfo@unt.edu).*

## Departmental Responsibilities for J-1 Scholars

- Determine department eligibility for scholar.
- Arrange for space for the scholar, ID card and for library access or other campus necessities.
- Gather all documentation and email complete package to International Student & Scholar Services for DS-2019 at [jinfo@unt.edu](mailto:jinfo@unt.edu).
- Mail DS-2019 (with attached documents) and Department Invitation Letter to scholar.
- Arrange for pick-up at airport.
- Assist scholar to find temporary and permanent housing.
- Provide assistance with other settling in matters.
- Assist with obtaining a UNT EUID. All scholars **MUST** be in UNT's EIS (Enterprise Information System) database and apply for an EUID via the form VPAA-40a found here: <http://vpaa.unt.edu/resources/forms> (housed on the Office of the Provost and Vice President for Academic Affairs Faculty Resources site). The scholar can use the EUID to apply for the UNT ID card. On this form there is also a section to enroll the Scholar in the UNT Eagle Alert Emergency Notification system.
- **Notify International Student and Scholar Services if the scholar will not be able to enter the U.S. by the begin date on the DS-2019. We MUST adjust the SEVIS system to show the new entry date.**
- Notify International Student and Scholar Services of the arrival of scholar by scheduling an orientation session via [jinfo@unt.edu](mailto:jinfo@unt.edu).
- If scholar will be employed by UNT, take scholar to Social Security office to apply for Social Security number.
- Complete required employment and insurance forms for Payroll and HR.
- Apply for extension of DS-2019 if scholar is authorized and needs to extend stay. Extension **MUST** be issued **BEFORE** the end date of the current DS-2019.
- Notify International Student and Scholar Services when scholar leaves.
- **Immediately notify International Student and Scholar Services of any Exchange Visitor (EV) Reportable Incidents. Example: EV Death, EV Missing, EV Serious Illness, EV Involved in a Crime, Negative Press Involving Sponsor's Exchange Program, etc. If you are unsure what constitutes a Reportable Incident, contact the International Student and Scholar Services office at 940-565-2195.**

**\*\*PLEASE SEE THE NOTICE ON THE FOLLOWING PAGES REGARDING HEALTH INSURANCE REGULATION REQUIREMENTS.\*\***



## Insurance Requirements for J-Visa Holders

You must show insurance for you and for any J-2 dependents. You and your dependents must be covered the entire time of your J-1 program. **Additionally, all documents must be in English and have the coverage amounts listed in U.S. dollars.**

Here are the minimum coverage amounts required by federal regulation:

<b>Medical benefits</b>	<b>At least</b> \$100,000 per accident or illness
<b>Repatriation of remains</b>	<b>At least</b> \$25,000
<b>Medical Evacuation (to home country)</b>	<b>At least</b> \$50,000
<b>Deductible</b>	\$500 <b>or less</b> per accident or illness

Your insurance options (and what you will need to provide us in bullet points):

*Please note that the office of International Student & Scholar Services does not endorse any particular insurance company or provider.*

### 1. Employment at UNT in a benefits-eligible job; UNT Employee Health Insurance

- Proof of enrollment in UNT Employee Health Insurance
- Coverage does not begin immediately, you will need to provide proof of private insurance coverage (see #3 below) until UNT insurance coverage begins.
- When UNT insurance begins, proof of supplementary insurance for Medical Evacuation and Repatriation of Remains is required. This is not covered under the UNT Employee Health Insurance.

### 2. Student with UNT Student Health Insurance; UNT Student Health Insurance

- Proof of enrollment in the UNT Student Health Insurance.

### 3. Insurance from a private company (See page 2 for examples.)

- Proof of enrollment meeting the required minimum coverage amounts.
- Proof the insurance is underwritten by a company that has one of the following ratings:

<b>Rating Organization</b>	<b>Acceptable ratings (low to high)</b>
A.M. Best	A-, A, A+, A++
Standard & Poor's	A-, A, A+, AA-, AA, AA+, AAA
Weiss Research, Inc.	B+, A-, A, A+
Fitch Ratings, Inc.	A, AA, AAA
Moody's Investor Services	A3, A2, A1, Aa3, Aa2, Aa1, Aaa

\* <http://www.gpo.gov/fdsys/pkg/FR-2014-10-06/pdf/2014-23510.pdf>

+ "Sponsors must inform all exchange visitors that they, and any accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act." [22 CFR 62.14(a)]

**4. Insurance covered by home country government**

- Proof that your government is covering you for at least the required amounts.

**5. Affordable Care Act Insurance**

- Proof of the plan offered through or underwritten by a federally-qualified Health Maintenance Organization (HMO) or eligible Competitive Medical Plan as determined by the Centers for Medicare and Medicaid Services of the U.S. Department of Health and Human Services.
- Proof enrollment and of meeting minimum coverage requirements for Medical Evacuation and Repatriation of Remains.

**Some Private Insurance Options**

ISO Health Insurance

[https://www.isoa.org/j1\\_exchange\\_plan](https://www.isoa.org/j1_exchange_plan)

Seven Corners

<http://www.sevencorners.com/>

Patriot America/IMG

<http://www.imglobal.com/index.aspx>

International Medical Group®, Inc.

International Student Insurance

<http://www.internationalstudentinsurance.com/>

Gateway

<http://www.gatewayplans.com/>

HTH Worldwide

<http://www.hthstudents.com/>

The Harbour Group

<http://www.hginsurance.com/>

Compass Benefits Group

<http://www.compassbenefits.com/>

Insubuy

<https://www.insubuy.com/j1-visa-health-insurance/>



*Important note: Not all plans cover maternity or pre-natal care. If you or a dependent spouse are pregnant or may become pregnant during your stay in the U.S., please review your policy's exclusions to see if maternal care is listed as an exclusion or if it is included.*

**DS-2019 REQUEST FORM FOR J-1 VISITING SCHOLAR**

Part I: Biographical Data		
Last Name:	First & Middle Names:	Date of Birth (mm/dd/yy):
Email:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Citizenship:	Country of Permanent Residency:	
City of Birth:	Country of Birth:	
Permanent Home Country Address: _____		
City: _____ Province: _____		
Postal Code: _____ Country: _____		
Position or Occupation in Home Country:		
Home country employer is: <input type="checkbox"/> Education Institution <input type="checkbox"/> Private Business <input type="checkbox"/> Central Gov't. <input type="checkbox"/> State Gov't.		Level of degree held by applicant: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> PhD
Has Applicant previously held J status? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, attach copies of all previous DS-2019 Forms)		
If applicant is currently in the U.S. and in J Status, please provide:		
Program (University Name):		
Program Number:	SEVIS ID:	
Contact Name and Number at Present University Int'l Office:		

Part II: Dependent Information (If applicable)			
To be completed only if dependents will be on a J-2 visa. If no dependents will be coming, leave blank and skip to part III. Note that health insurance requirements also apply to all dependents and must be maintained for the duration of the program.			
<b>Last Name:</b>	First & Middle Names:	Date of Birth (mm/dd/yy):	
City of Birth:	Country of Birth:	Country of Citizenship:	
Country of Permanent Residency:		Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Last Name:</b>	First & Middle Names:	Date of Birth (mm/dd/yy):	
City of Birth:	Country of Birth:	Country of Citizenship:	
Country of Permanent Residency:		Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Last Name:</b>	First & Middle Names:	Date of Birth (mm/dd/yy):	
City of Birth:	Country of Birth:	Country of Citizenship:	
Country of Permanent Residency:		Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Are dependents arriving the U.S. with the J-1?	<input type="checkbox"/> Yes	<input type="checkbox"/> No If no, when:	



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**Part III: Program Information**

Exchange Visitor will be a:  Research Scholar  Professor  Short-Term Scholar (< 6 months)

\*A short-term scholar can be here for a maximum of 6 months. This cannot be extended. However, the scholar can return to the U.S. in J status inside of 12 months of departure from U.S. This category is good for people who will be coming for multiple short visits.

\*A Research scholar or Professor is eligible for a total of 5 years as a J-1. When the J-1 researcher or Professor ends the J program, he/she may not return as a J-1 Researcher or Professor for 24 months. Feel free to call and discuss this possibility.

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Host Department: \_\_\_\_\_ Location on Campus (Physical address): \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Field of Research or Teaching: \_\_\_\_\_ CIP Code (format: xx.xxxx): \_\_\_\_\_ Codes found at <https://goo.gl/NcNUHt>

Brief Description of Program: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Health Insurance will be provided by:  UNT. Account Number: \_\_\_\_\_  Visiting Scholar

**Part IV: Verification of English Proficiency**

By regulation, the sponsor must assess the English proficiency of the visitor. **The exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.**

**Fill out the "English Proficiency Verification Form" on page 7 of this packet and provide the appropriate accompanying evidence.**

**Part V: Documentation of Funding**

\* Minimum \$1,300/month required for scholar, \$420/month for a spouse, and \$420/month for each child.\*

UNT Funds. List Grant: \_\_\_\_\_ Amount Paid to Scholar: \_\_\_\_\_

Non-UNT Funds. (i.e. Exchange Visitor's Gov't, other organization or personal funds.)  
 Specify: \_\_\_\_\_ Amount: \_\_\_\_\_

Salary/Other (Non-UNT) Specify: \_\_\_\_\_ Amount: \_\_\_\_\_

**Part VI: Dispatch Information**

All DS-2019's will be available for pick-up in 110 Marquis Hall.

Contact Person to be notified for pick up: \_\_\_\_\_

Email address: \_\_\_\_\_

**Part VII: Departmental/College Approval**

Department Chairperson: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ENGLISH PROFICIENCY VERIFICATION FORM FOR UNT J-1 SCHOLARS

Name of J-1 Scholar: \_\_\_\_\_

Institutional Affiliation of J-1 Scholar: \_\_\_\_\_

Name of Host Faculty: \_\_\_\_\_

Name of Sponsoring Department/Center/Institute: \_\_\_\_\_

### METHOD OF PROFICIENCY ASSESSMENT

The English proficiency of the above-named J-1 scholar has been demonstrated by the following method  
(check one of the five methods listed below and attach the appropriate documentation):

Native speaker of English- please attach a copy of the biographical information page from the passport.

IELTS Overall score of 5.5 or higher- please attach a copy of the test results in English.

TOEFL Overall score of 65 or higher (internet based), or 183 or higher (computer based), or 513 or higher (paper based) - please attach a copy of the test results in English.

A degree certificate from a recognized academic institution where English is the primary language of instruction or a degree certificate from a U.S. academic institution - please attach a copy of the appropriate documentation such as a certificate, diploma or transcript in English.

Institution Name: \_\_\_\_\_

Interview by the UNT Department Sponsor of the above-named J-1 scholar. Please note that all questions must be asked and answered in English. A transcript and/or recording of the interview must be kept on file by the department for at least 3 years.

Name and Title of Interviewer: \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Duration of Interview: \_\_\_\_\_

Interview mode (telephone, Google+, video Skype, i-Chat, etc.): \_\_\_\_\_

The J-1 scholar understood (check one):

with ease virtually everything that was said.

the main points of standard conversation about relevant topics, e.g. work, academics and visit plans.

only everyday expressions and very basic phrases of a concrete type.

The J-1 scholar was able to express him/herself (check one):

spontaneously, very fluently and precisely.

in a manner that allowed for functional interaction with a native speaker without great difficulty.

in a simple or halting way that required clarification and assistance from the listener.

**Based on the English proficiency assessment of the scholar, his/her English proficiency will be sufficient for successful participation in the program and to function on a day-to-day basis.**

YES.     NO.

Signature of Host Faculty: _____		Date: _____
Title: _____	Email Address: _____	