



International Student and Scholar Services

J-1 Request Form

300 College Park, Rike Center #204
 Dayton, OH 45469-1701
 Ph: (937) 229-2748 • Fax: (937) 229-2766

The information collected through this form is necessary for ISSS to prepare a DS-2019. The DS-2019 is a government form used by scholars to obtain a J-1 visa and enter the U.S.

To ensure that your scholar arrives on schedule, this form should be submitted at least two months prior to the proposed appointment start date to provide the scholar adequate time to obtain the visa.

PART A: SCHOLAR & DEPENDENT INFORMATION

Scholar	
Family name _____ First name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Date of birth (mm/dd/yyyy) _____ City of birth _____ Country of birth _____ Country of residence _____ Job title in home country _____	Address _____ City _____ State/Province _____ Country _____ Postal Code _____ Phone number _____ Email address _____

Has the scholar been in J-1 or J-2 status in the last 24 months?

- Yes, from _____ to _____
 No

Is the scholar currently in the US?

- Yes, current immigration status _____
 No

If a spouse or child(ren) will accompany scholar, please provide the following information:

Dependent 1	Dependent 2
Relationship <input type="checkbox"/> Spouse <input type="checkbox"/> Child Family name _____ First name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Date of birth (mm/dd/yyyy) _____ City of birth _____ Country of birth _____ Country of residence _____	Relationship <input type="checkbox"/> Child Family name _____ First name _____ Gender <input type="checkbox"/> Male <input type="checkbox"/> Female Date of birth (mm/dd/yyyy) _____ City of birth _____ Country of birth _____ Country of residence _____

Note on dependents: If additional dependent children will accompany, please notify ISSS.



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PART B: APPOINTMENT INFORMATION

Scholar's anticipated start date _____
 Scholar's anticipated end date _____

What academic field will this work fall under (e.g. theology, biology)? _____

What is/are the scholar's primary objective(s)? Research Teaching Observation

Field of scholar's primary area of activity at UD _____

Please describe briefly the activity to be performed by the scholar during his/her time here. Identify the specific research area or area of instruction _____

Detailed funding information is required in order to issue a visa. Scholars are commonly funded:

- by UD
- by non-US entities
- by personal funds
- by a combination of the above

UD funding	Other funding
Amount _____ Duration _____ Does this funding come in whole or part from one or more U.S. government agencies to support the scholar and/or this exchange? <input type="checkbox"/> Yes, name of source _____ <input type="checkbox"/> No	Amount _____ Duration _____ Does this funding come in whole or part from a government-related source to support the scholar and/or this exchange? <input type="checkbox"/> Yes, name of source _____ <input type="checkbox"/> No

Note on funding: All scholars must provide proof of funding for the duration of their stay at a rate of: \$15,000/year. If dependents will accompany the scholar, these additional rates apply: \$7,500/year for spouse, and \$5,000/year for each child. Non-UD funding must be in the form of a bank statement, income statement, or letter of guarantee clearly displaying the institution's name, the scholar's name, and the amount, duration, and purpose of the funding.



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PART C: CERTIFICATION & DEPARTMENT APPROVAL

In compliance with federal regulations governing the J-1 Exchange Visitor Program, we certify that, to the best of our knowledge, the information contained in this request form is true and accurate. Furthermore, we certify:

- 1) We have verified that the individual has the financial support listed on the application, that these resources are adequate to complete the program and to support the individual and any accompanying dependents in accordance with the amounts on page 2 of this form.
- 2) That the individual's program of research/teaching is consistent with his/her professional background and experience; and
- 3) That he/she has sufficient proficiency in the English language to participate in the program.

As the University sponsor of the scholar, we agree that we will:

- 1) Ensure that the scholar attends immigration check-in **within 5 days** of his/her arrival to campus;
- 2) Ensure that the scholar's activities at UD are consistent with the objectives listed on his/her DS-2019;
- 3) Monitor the progress and welfare of the scholar, providing any assistance/advice needed to facilitate the successful completion of the program;
- 4) Ensure that the scholar obtains and maintains a health insurance policy for him/herself and his/her dependents for the duration of his/her J-1 program;
- 5) Notify ISSS of any changes in the scholar's address or program including employment or payment not listed on the scholar's DS-2019 **within 10 days** of such a change; and
- 6) Notify ISSS in writing when the scholar has completed or withdrawn from the program prior to the ending date on his/her DS-2019.

Signatures	
Faculty sponsor _____ Signature _____ Date _____	Department chair _____ Signature _____ Date _____

PART D: REQUIRED DOCUMENTATION

The J-1 Request Form should be submitted along with the following documents:

- Copies of scholar and dependent's (if any) passports
- Copy of scholar's CV (English)
- Copy of financial documentation (English)
- Original, signed invitation letter

If submitting by campus mail, please refer to the address information on this form's header.

If submitting items electronically, please email Tim Kao at tkao01@udayton.edu.

Questions about this form should be directed to Tim Kao, Associate Director, Center for International Programs.