

DS-2019 Request Packet J-1 Scholars

This packet is for J-1 Scholars who are classified as Research Scholars, Short-term Scholars, Professors, or Specialists. The J-1 program is for temporary visits to the U.S. for the purpose of teaching, instructing or lecturing, observing, conducting research, consulting, or demonstrating special skills.

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J-1 Scholar Information and Regulations

1. **Categories:** This packet is for J-1 Scholars who are classified as Research Scholars, Short-term Scholars, Professors, or Specialists. The J-1 program is for temporary visits to the U.S. for the purpose of teaching, instructing or lecturing, observing, conducting research, consulting, or demonstrating special skills.

	<u>Maximum Length of Stay:</u>
Research Scholar	5 years (60 months)
Short-term Scholar	6 months
Professors	5 years (60 months)
Specialist	1 year (12 months)

***Note:** The primary purpose of the J-1 scholar programs is for academic exchange. Therefore, J-1 visas are not appropriate for tenure-track positions. However, it is important to note that a J-1 scholar may hold a position normally classified as tenure-track, so long as the position will be temporary for the J-1 scholar.*

2. **12 Month Bar:** Anyone who has been in the U.S. in any J category for more than 6 months is barred from re-entering the U.S. as a J-1 Research Scholar or Professor for 12 months following the completion of their program or stay. This regulation does not apply to Short-term Scholars.
3. **24 Month Bar:** Anyone who has been in the U.S. as a J-1 Research Scholar or Professor is barred from re-entering the U.S. in the J-1 Research Scholar or Professor category for 24 months following the completion of their program or stay.
4. **Academic Credentials:** The department must ensure the J-1 scholar has appropriate academic credentials to perform the proposed activity.
5. **English Proficiency:** Federal regulations require all exchange visitors to possess sufficient proficiency in the English language so that they can successfully participate in their program and to function on a daily basis. The host department must verify the visitor's English language proficiency through a recognized English language test (see Appendix C for further details). Please keep in mind that a consular official may deny a foreign national a J-1 visa if they deem their English language skills to be inadequate (22 CFR 62.10 (a)(2)).
6. **Lead Time:** Please submit all attachments at least 90 days before the intended start date of the program. This allows time to ensure the completion of all required documents and the DS-2019 to be issued and shared with the prospective scholar who must then apply for an entry visa at a U.S. Consulate or Embassy.

7. **Evidence of Financial Support:** Sufficient financial support is required for a J-1 scholar. J-2 dependents who accompany the J-1 scholar require additional funding. Proof of funding must be provided before any DS-2019 documents will be issued. Financial documents must show proof of support for the entire length of stay. The amount required is **minimum \$2,000 per month** for the duration of the program. If the J-1 scholar's support is from a source other than UCCS, evidence of funding must be included with this request. If supported by government or international funds, an official statement translated into English with funds must be provided. If the scholar is providing their own support, a letter of support with a current bank statement translated into English that is dated within the last 6 months is required. See Appendix E for more information.
8. **Begin a New Program:** To "begin a new J-1 program" usually means the J-1 scholar will come from their home country of citizenship or residence directly into the U.S.
9. **Transfer:** To "transfer" to UCCS means the scholar is already in the U.S. at another institution and is invited to transfer to a program at UCCS within the same category and field. Copies of all Forms DS-2019 issued by other institution(s) must be submitted with this form. Please submit a "transfer" request with a lead time of six weeks to provide time for UCCS to obtain an official release from the current institution.
10. **Insurance Requirement:** Health insurance coverage is federally mandated for all J-1 scholars and their dependents while they are in the U.S. The J-1 scholar Insurance Attestation must be completed prior to issuing the DS-2019, which includes detailed insurance requirements.
11. **CV/Resume:** A current CV or resume must be attached to the J-1 Request Form.
12. **Passport:** Attach a legible copy of the ID page(s) of the passport for the J-1 scholar and, if applicable, any dependents accompanying them to the U.S.
13. **Part B: (Scholar Profile)** should be completed and signed by the J-1 scholar. Please obtain all the information and compile all the attachments before submission.

Departmental Checklist

Please email the completed J-1 Scholar request materials as an attachment in one (1) email to international@uccs.edu.

Completed J-1 Scholar Packet to include:

Department Materials

- Invitation Letter with correct dates and duties (see template)
- DS-2019 Request Form – Part A, completed and with correct information
- Proof of English Language proficiency
- Department Agreement of Understanding
- Proof of financial support (if employed in department)
- POI Worksheet
- Volunteer Agreement and Waiver (if applicable)

Scholar Materials

- DS-2019 Request Form – Part B, completed and with correct information
- Copy of passport (and dependent passports if applicable)
- CV or resume
- Proof of financial support (scholar personal funds and/or sponsor letter)
- Health Insurance Compliance Attestation (eventually proof of J-1 compliant health insurance for J-1 and any J-2 dependents will be collected)



REMINDERS

- Please connect with Human Resources if this is a UCCS paid position for the necessary hiring paperwork and steps.
- A Person of Interest (POI) form for the visiting scholar must be completed by the department in order for the J-1 scholar to receive access. **This must be completed prior to DS-2019 issuance.**
- A Risk Management Volunteer/Visitor Waiver is required for all unpaid scholars, completed in the sponsoring department (provide a copy to International Affairs).
- A background check is required of all scholars. Please contact HR for the forms.
- A check with the UCCS Office of Sponsored Programs and Research Integrity will be requested by International Affairs. Any applicant or applicant sponsor/employer showing up as a 'match' on a restricted party list (RPS) will need to be approved by campus leadership before International Affairs is able to issue any immigration documentation.

Department Agreement of Understanding

Department Responsibilities

Departments are expected to provide workspace, library, computer access, an ID card, and a documentable cross-cultural interaction between the J-1 scholar and the department, the campus, and the community. The DS-2019 issuance processing relies on departments to refer any concerns about visa status, orientation to the campus and community, insurance or other matters to us.

Departments are also required to:

1. Notify the International Affairs office if the J-1 scholar will not arrive within 30 days of the start date listed on the DS-2019.
2. Notify the International Affairs office if the J-1 scholar stops attending their program and/or fails to participate as originally agreed upon.
3. Arrange an appointment for the J-1 scholar with the International Affairs office for the mandatory immigration check-in.
4. Notify the International Affairs office when the J-1 scholar completes their program.
5. Report any changes or additions to the purpose of visit or description of duties to the International Affairs office.
6. Notify the International Affairs office of any changes in dates so that the DS-2019 can be updated. Failure to do so can result in the J-1 participant being unable to enter the country. It is essential that the scholar arrive at UCCS no later than the start date on the DS-2019 and report to the department.
7. Arrange an appointment for the J-1 scholar with the International Affairs office at the end of the scholar appointment, for exit paperwork and advising.

By signing below, I certify that I have read and understand the above information.

Supervising UCCS Official/Faculty/Administrator Printed Name

Signature

Date

DS-2019 Request Form
Part A: To be completed by sponsoring department

Departmental Contact Information

Department Inviting J-1 Scholar: _____

Staff or Faculty Member Completing this Form: _____

Name of Faculty/Staff Sponsor	Faculty/Staff Sponsor Signature	Date
Faculty/Staff E-mail	Faculty/Staff Phone #	
Name of Department Chair	Department Chair Signature	Date
Department Administrative Contact's Name	Department Administrative E-mail	Phone Number

The DS-2019 packet will be mailed to the scholar directly from the International Affairs Office at the department's expense. Please review the eShipGlobal instructions in Appendix F. The department will be required to complete these instructions once the DS-2019 is ready for shipment.

Scholar Information

J-1 Scholar Surname/Family Name	J-1 Scholar Given Name/First Name
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This request covers the period from exact dates : _____ to _____
(mm/dd/yyyy) (mm/dd/yyyy)

Please Circle (one):

Begin a New Program *Extend Current Status* *Transfer to UCCS*

Please Circle (one):

Research Scholar *Short-term Scholar* *Professor* *Specialist*

Site of Academic Activity: _____
 Name of Department/institute

Address or department building

Address or department building

Please briefly describe the activity to be performed by the J-1 scholar during their program. Identify the specific research area or area of instruction and/or study.

Scholar Financial Support

During the period covered by the request, financial support will be provided to the J-1 scholar by (write in all that apply). Minimum of \$2,000/month (total from all sources) is required. See Appendix E.

UCCS (check one): **has** OR **has not** received funding for international exchange from one or more U.S. government agencies to support this J-1 Scholar. This does not apply to federal grants awarded to UCCS, unless the grant is specifically for international exchange (for example, Fulbright).

A: University of Colorado Colorado Springs \$ _____
Enter \$0 or Amount from UCCS

Financial support from organizations other than UCCS will be provided by
(complete all that apply to the J-1 scholar's financial support):

B: U.S. Government Agency: _____ \$ _____

C: International Organization: _____ \$ _____

D: The J-1 Scholar's Government \$ _____

E: The Bi-national Commission in the Scholar's Country \$ _____

F: Other Organization Providing Support: _____ \$ _____

G: J-1 Scholar's Personal Funds \$ _____

DS-2019 Request Form

Part B: *To Be Completed by Scholar*

Department inviting J-1 Scholar: _____

Biographical Details

Surname from passport

Given Name(s) passport

Email address: _____

Mailing Address: _____

Permanent Home Address: _____
(Foreign) _____

Sex (male/female)

Marital Status

Date of birth (mm/dd/yyyy)

City of birth

Country of birth

Country of citizenship

Country of legal residence

Highest degree earned

Field of study/specialty

Title of position in home country

Name of employer/institution

Type of employer/institution (university, private company, local government)

List all previous periods of J status (attach a separate sheet if necessary) and include all copies of DS-2019:

J-1 Program Sponsor

Start date

End date

J Category

Statement of Understanding

UCCS strongly advises J-1 exchange visitors to purchase health insurance prior to their visa interview in the event that proof of insurance is requested.

I certify that the information provided is true and accurate to the best of my knowledge:

Signature of J-1 Scholar

Date

E-mail

Dependent Information

Scholars need to have at least \$2,000 of funding for each month of their stay. If dependents (spouses or unmarried children under age 21) will come to the U.S. in J-2 status, please provide evidence of sufficient financial support and insurance coverage (at least \$8,000 for each dependent per year – prorated monthly to \$667 if necessary):

Biographical information must match passport exactly:

Spouse	Child 1
Sex (Female or Male):	
First (given) Name:	
Last name/Surname:	
Middle Name(s):	
Date of Birth:	
City of Birth:	
Country of Birth:	
Country of Citizenship	
Country of Legal Residence:	

Child 2	Child 3
Sex (Female or Male):	
First (given) Name:	
Last name/Surname:	
Middle Name(s):	
Date of Birth:	
City of Birth:	
Country of Birth:	
Country of Citizenship	
Country of Legal Residence:	

Please attach extra pages for additional dependents if necessary.

If the dependents will be arriving separately in the U.S. from the scholar, please indicate the exact date they will arrive: _____.

Statement of Compliance with J-1 Exchange Visitor Health Insurance Requirements

J-1 Exchange Visitors and their dependents must be covered by sickness and accident insurance for the duration of their stay in the United States. Failure to purchase such insurance may lead to loss of legal immigration status and termination from the Exchange Visitor Program. These United States Department of State (DOS) regulations are published in the Code of Federal Regulations [22 CFR 62.14].

Health insurance, from an insurance provider acceptable according to DOS regulations, or alternatively, backed by the full faith and credit of the government of the Exchange Visitor's home country, must provide the following minimum coverages:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to their home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness.

The regulations continue: "An Exchange Visitor who willfully fails to maintain the insurance coverage set forth above . . . or who makes a material misrepresentation to the sponsor [University of Colorado Colorado Springs] concerning such coverage shall be deemed to be in violation of these regulations and shall be subject to termination as a participant." [22 CFR 62.14(h)]

As a J-1 scholar, I understand the insurance regulations as stipulated by the DOS, and I certify that I will have acquired the required insurance prior to my arrival and I will enroll in an insurance plan or combination of plans to meet the specifications immediately upon my arrival. I will provide proof of my J-1 compliant insurance to the International Affairs office at my check-in upon arrival. I further certify that I will also enroll all dependents who currently accompany me, or who follow to join me in J-2 visa status.

I also understand that if I willfully fail to purchase appropriate insurance coverage, the University is obligated to terminate me from its Exchange Visitor Program and will notify the DOS that I have been so terminated. Such action will result in the loss of legal immigration status.

J-1 Scholar Name Printed: _____

J-1 Scholar Signature: _____ Date: _____

Appendix A Sample Invitation Letter

Below is an example of the invitation letter that the department must provide to invite the scholar to participate in a J-1 Program. Please compose on letterhead and include all sections/headings.

Dear Dr., Mr., Mrs., _____,

I am pleased to offer you a position/invitation as a (research scholar/post-doctoral/professor/short-term scholar) _____ (department/program) with an effective date of _____ and continuing through _____ (end date). This offer/acceptance is subject to your satisfying all the requirements of the J-1 Visa Program sponsored by the University of Colorado, Colorado Springs, as well as applicable to federal regulations. This offer is also extended with the understanding that you have adequate command of the English language to participate in the J-1 program.

Purpose and Limitation of the J-1 Exchange Visitor Program

The broad purpose of the Exchange Visitor Program is to promote international educational and cultural exchange, in order to develop mutual understanding between the people of the United States and other countries. Exchange programs exist in a variety of formats and permit visitors to come to this country for a wide range of activities. This school's Exchange Visitor Program provides opportunities for study and research.

Many participants in the J-1 program are subject to a requirement that they return home for a minimum of two years upon completion of their program. The purpose of the requirement is to have the home country benefit from the Exchange Visitor's experience in the United States. Exchange visitors come to this country for a specific objective such as a program of study or research project. The requirement is intended to prevent a participant who is subject from staying longer than necessary for the objective, and to ensure that he/she will spend at least two years in the home country before coming back to the United States for a long-term stay. The terms of this requirement are specified on the black and white copy of the DS-2019 form. If you have any questions about the requirements, please raise them with the Consular Office when you apply for your visa.

Description of Duties

During your stay, your duties and responsibilities are as follows: _____
_____. Your normal hours of work or study are _____ at the
location of _____

(Please insert a statement here regarding the general overview of your specific program)

Financial Statement of Support (Please select one of the three alternate sentences of financial support)

Option 1:

The department of _____ will provide a salary support for you in the amount of \$_____ (monthly/annually).

Option 2:

Your home government/institution will provide financial support in the amount of \$_____ (monthly/annually). You must provide appropriate written documentation of this support signed by the appropriate official when you return this letter.

Appendix A-Continued Sample Invitation Letter

Option 3:

You will provide your own funding for this exchange experience in the amount of \$_____ (monthly/annually). You must provide written documentation (i.e., bank statement) that you have adequate funds. Foreign statements must be translated into English.

Insurance Coverage. Failure to maintain insurance coverage will result in immediate termination of your DS-2019.

Federal regulations require that all J-1 participants and their dependents have adequate medical/life insurance coverage that provides: \$100,000 of coverage per accident or illness that may include a deductible of up to \$500. \$25,000 for repatriation of remains and \$50,000 for emergency evacuation back to your country. You will be required to provide such proof upon arrival during your mandatory check-in with the International Affairs office.

We look forward to your arrival on our campus. If you need recommendations for accommodation, please contact the International Affairs office at international@uccs.edu.

Sincerely,

Signature and Signature line for your department

Appendix B Scholar Tips for Visa and Travel

Applying for a J-1 Visa

To apply for a J-1 visa at a U.S. consulate, you will need to present the items listed below. Please note that you must arrive at UCCS no later than the start date on your DS-2019.

1. Passport that is valid for travel for at least 6 months beyond the applicant's intended period of stay in the U.S.
 2. Original Form DS-2019 from UCCS
 3. Letter of invitation from UCCS Academic Department
 4. Proof of financial support
 5. Proof of proficiency in the English language
 6. Form DS-160 "nonimmigrant visa application" This form is available without charge at all consular offices and must be completed online:
<https://ceac.state.gov/genniv/>
 7. Passport sized photographs
 8. Visa application processing fee
- Additional items for J-2 dependents if any:*
9. All of the above listed items
 10. Proof of familial relationship (marriage certificate, birth certificate(s) translated into English)
 11. Form DS-2019 for each dependent

Pre-Travel Reminders

- ____ Send a copy of the completed travel itinerary to the UCCS hosting department
- ____ Send a copy of your approved visa to the UCCS hosting department and the International Affairs Office

Arrival and Orientation

Upon your arrival in the United States, you must contact your faculty sponsor who will provide you with a general orientation to Colorado Springs and your specific program.

Once you have made your initial contact with your faculty sponsor you must make an appointment with the International Student/Scholar Advisor, located in Copper House 9202 in the International Affairs office for SEVIS check in and SEVIS orientation with your passport, visa, I-94, DS-2019, and proof of J-1 compliant health insurance. This is mandatory and your DS-2019 can and will be cancelled if this is not done within 30 days of your program start.

Appendix B Continued Scholar Checklist for Visa and Travel

Planning

Think several weeks in advance about what you will need for your trip and assemble it. Make several copies of all of your important documents. These include all of the documents that you've been issued and the pages in your passport showing your biography information. Keep one set of copies in your carry-on luggage, one set in your checked baggage and leave a set at home with someone who can send them to you quickly if needed.

Travel

The closest airport is the Colorado Springs Airport (COS)
<https://coloradosprings.gov/flycos>.

If you travel outside of the U.S. during your program please make sure your visa or passport is not going to expire. If it has or will expire while you are outside of the country, you will need to apply at the consulate to have it renewed before re-entry in the U.S. If you have changed your visa type since your entry into the U.S., you will have to apply for an updated visa at the consulate before re-entry.

Please remember: It can take several weeks to apply for a visa. Make an appointment with the U.S. Embassy/Consulate in the country you are traveling to BEFORE you leave the U.S. It may take 3-4 weeks just to get an appointment.

If you are traveling outside of the U.S. to a country OTHER than your home country, call the embassy of that country to learn if you need a visa to enter that country. If so, ask for the requirements, cost, and time frame to apply for that visa. Keep in mind the above-mentioned time frames.

Traveling within the U.S.: When outside the Colorado Springs area it is a good idea to carry your original immigration documents with you. Please do not travel outside the U.S. with a pending USCIS application. You risk having the application cancelled.

Appendix C: English Language Proficiency

J-1 Exchange Visitor English Proficiency Certification

J-1 regulations require sponsors to determine that prospective scholars have sufficient proficiency in the English language to participate in their program. [22 CFR 62.10(a)]. A sponsor must verify an applicant’s English language proficiency through a recognized English language test or confirm they meet one of the exemptions. This form must be completed, signed, and dated by the department.

Applicant’s First Name, Middle Initial & Last Name	Country of Citizenship

English proficiency is documented by one of the following (select one):

- A recognized English language test taken within the last two years (see next page for a list of acceptable tests and minimum scores). If this is selected, please attach a copy of the official score.

- The scholar is exempt because he/she has obtained a post-secondary degree in a country where English is the language of instruction. If this is selected, please provide a copy of the diploma and, if applicable, documentation that the instruction occurred in English.

- The scholar is exempt because they are a citizen of one of the following countries: Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Cameroon, Canada (except Quebec), Cayman Islands, Dominica, England, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland (Northern), Ireland (Republic of), Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, New Zealand, Nigeria, Papua New Guinea, Scotland, Seychelles, Sierra Leone, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Singapore, Solomon Islands, South Africa, Swaziland, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Vanuatu, Wales, Zambia, Zimbabwe.

Certification by UCCS host faculty member		
I certify that _____ (scholar’s name)’s English is adequate for the proposed project objective and is sufficient for them to function on a daily basis in an English speaking environment.		
Printed Name	Signature	Date
Title	UCCS Department Name	E-Mail Address

Below is a list of acceptable English language tests. Test scores must meet the minimum required score and must be dated within the past 2 years.

TEST	MINIMUM SCORES
TOEFL (IBT)	75
IELTS	6.0
PTE Academic	50
ACT (English sub-score)	14
SAT I ERWS	400
KITE	460
WAEC/WASSCE (West African Senior School Certificate)	B3
Cambridge English Proficiency (CPE)	C
Cambridge English Advanced (CAE)	B
AP (English Language & Composition/English Literature & Composition)	4
IB Higher Level English A Literature	4
IB Higher Level English A Language and Literature	4
AS Level or A Level English or English Language Subject	C
Duolingo English Test (DET)	100

Appendix D: Estimated Expenses and Required Financial Documentation

Housing:	\$1,425/month
Personal Expenses:	\$385/month
Transportation, misc.:	\$190/month
<u>TOTAL:</u>	<u>\$2,000/month minimum (from all sources)</u>

If dependents (spouse and unmarried children under age 21) will come to the U.S. in J-2 status, please provide additional evidence of sufficient financial support and insurance coverage (at least **\$8,000** for each dependent per year – prorated monthly to \$667 if necessary):

Provide clear copies of all financial documentation, with English translation and currency conversions as applicable. Documentation must be current (dated within the last 6 months) and for the full length of the proposed program.

Appendix E: eShipGlobal Instructions for DS-2019 Mailing

You will be required to create your own username and password in order to create an account.

To request shipment of a document to you, you will need:

- The scholar's complete and correct mailing address
- The scholar's email address
- The scholar's telephone number
- Your credit card information (the document will be sent at the department's expense)

If you experience any problems when using the online service, please use the help feature on their website. Upon completing the request, you will be sent an email that includes a tracking number and order details for your shipment.

The website to create your account and place an order is:

<https://study.eshipglobal.com/home/?q=s>

1. **Complete the Registration Form under Student/Scholar:** Be sure to put your proper email address, mailing address and phone number. All communication to and from E Ship will be communicated by what you provide. After you register, you will receive an email to the email address you provided asking you to activate your account. This is **REQUIRED** for you to begin using your account.
2. Follow the instructions in the email you receive to **activate your account**. Once the activation process is complete, you will receive another email stating your account is now **ACTIVE**.
3. **Prepare the shipping label:** For this step you must have already activated your account. Select "Receive a Package from University," then click on the state of **Colorado** (CO) from the map of the United States and then select **University of Colorado Colorado Springs**, and finally **INTERNATIONAL AFFAIRS**. This will create a shipping label for our office. Once you have done this, you will have to provide the mailing address you want the document shipped to (US or International), phone number and valid email address. At the end of the screen, please select "Ship/Quote." You will receive an option of which express mail carrier to use (DHL or FED EX) and their prices. Please select your method of payment (e.g., credit card or wire transfer). **Please pay close attention to the information submitted on these screens, as any errors in information will result in a delay in the mailing of your documents.**
4. The **Final Email** you receive from EShipGlobal will be the confirmation of your order. This email will provide you with detailed information about your shipment (payment info, tracking number, addresses, etc...) International Affairs will receive a copy of this email the same time as you, so there is no need to forward us the information.