



REQUEST FOR FORM DS-2019 INSTRUCTIONS

This packet includes instructions on how to complete the Request for Form DS-2019 for J-1 Exchange Visitors (EV) offered a non-tenure track appointment at the University of Nevada, Reno (UNR) or its affiliates and provides a list of supplemental documents required for successful submission of the DS-2019 application (hereon, UNR will refer to the University of Nevada, Reno and any affiliates that the OISS issues DS-2019s for). **The request form must be signed by the Host Faculty and Department Chair, or their representatives; OISS will not accept request forms that have not been signed and that do not have the OISS processing fee payment of \$300.** Form DS-2019 allows exchange visitors to apply for a J-1 visa at a U.S. consulate in their home country.

For applicants that are already in the U.S., a Form DS-2019 may allow them to maintain J-1 status (if transferring from another institution) or obtain J-1 status (if requesting a change of status within the U.S.).

Information is subject to change depending on types of visitors. Visit the J-1 Scholars page at www.unr.edu/oiss for regularly updated information. If you have further questions, please contact Patrick O'Rourke, International Scholar Advisor at (775) 784-6874 or porourke@unr.edu.

Health Insurance

Program participants and their dependents are required to have medical insurance coverage (22 CFR 62.14) with the following minimum benefits **throughout the duration of their program**:

<i>Item</i>	<i>Current Law</i>	<i>New Law (effective 05/15/2015)</i>
Medical benefits	\$50,000	\$100,000
Repatriation of remains	\$7,500	\$25,000
Medical evacuation	\$10,000	\$50,000
Deductible per accident or illness	\$500	\$500

Failure to maintain such health insurance while in the United States will be considered a violation of J-1 status and may lead to termination of the J-1's legal status. Self-funded scholars, or those employed by UNR without health insurance benefits, should purchase the insurance prior to coming to the U.S. We strongly recommend that all EVs purchase a short-term travelers insurance to cover at least their first month in the U.S. Even if health insurance is offered as part of the benefit package, the coverage may not begin immediately. You may get more information regarding insurance at [Health Insurance](#).

It is also important to note that all EVs and any accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act.

Cultural Exchange Requirement

The J-1 Exchange Visitor visa category was created with the primary purpose of enabling cultural and educational exchanges between the United States and other nations, thereby "building mutual understanding between Americans and people of other countries." Cross-cultural exchange activities are an essential part of UNR's J-1 exchange visitor program and of our continued ability to sponsor EVs across campus.

To comply with the federal regulatory requirements of the EV program, all sponsoring units must have plans in place to offer cross-cultural exchange opportunities to their EVs. OISS offers and/or advertises cross-cultural activities on campus and in the community for EVs to participate in and we encourage departments to do the same. The following exchange opportunities can be easily integrated into an EV's time with their department:

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- ❖ Campus tours or tours of local landmarks or historical districts
- ❖ Departmental luncheons
- ❖ Campus cultural events, including musical or theater performances
- ❖ Academic conferences
- ❖ Wolf Pack sporting events
- ❖ Visits to museums on campus and in the community
- ❖ Athletic activities, such as kayaking or skiing trips to Lake Tahoe or bike rides around Virginia Lake.

Completing the Request Form

Purpose of the Request

Begin New Program and Change Status to J-1

Applies to an EV coming from abroad, or someone in the U.S. in a different non-immigrant status to whom a UNR department offers an opportunity to conduct/collaborate on a project or teach. If the applicant is in the U.S. under another visa type, please inform OISS whether he/she plans to leave the U.S. to apply for J-1 at the U.S. consulate or plans to submit change of status application to USCIS within the U.S. The EV should see an OISS Alternate Responsible Officer (ARO) or Responsible Officer (RO) for change of status within the U.S.

If family member(s) will enter the U.S. with the EV, indicate the number and complete the Dependent Information chart of the Request for Form DS-2019 in this packet.

Transfer to UNR from a U.S. Institution

This option enables an EV to transfer to UNR to continue a program (, research or teach) started at another institution in the U.S. An EV may transfer to UNR if:

- ❖ EV has received an offer from a UNR department
- ❖ The J-1 category will not change
- ❖ Time spent, both at UNR and the previous institution, will not exceed the length of time allowed for the respective J-1 category,
- ❖ The RO at previous institution approves the transfer.

Copies of previous DS-2019s are required if visitor has been in the U.S. under another J-1 category in the past. If he/she had completed a previous J program in the U.S as a PROFESSOR or RESEARCH SCHOLAR, he/she is subject to a 24-MONTH BAR (gap) to start a NEW J PROGRAM as a PROFESSOR or RESEARCH SCHOLAR. If he/she had completed a previous J program under another category (non-degree student, specialist, etc.) which lasted more than 6 months, he/she is subject to a 12-MONTH BAR (gap) to start a NEW J PROGRAM as a PROFESSOR or RESEARCH SCHOLAR. Go to <http://www.unr.edu/oiss/international-scholars/j-1-scholars/j-1-program-provisions> for more information.

If family member(s) will enter the U.S. with the EV, indicate the number and complete the Dependent Information chart of the Request for Form DS-2019 in this packet.

Extension of Stay

An EV may apply for extension of stay if he/she will continue doing the same activity. A request must be submitted to OISS at least 4 weeks prior to the end date of the DS-2019, but no earlier than 6 months prior to end date. When the extension is processed, OISS will contact the department.

Information about the Exchange Visitor and his/her activities at UNR

Complete ALL the information requested. Submit a copy of the biographical page of the EVs passport. Enter Exchange Visitor's name exactly as it appears on their passport. Exclude hyphens and special characters. Incomplete request forms will delay the DS-2019 issuance process

List the start and end dates for the EVs appointment. We recommend the start date be at least 8 weeks from when the completed request I submitted to OISS to allow visa processing time if the EV will be applying for a new visa. If the EV is applying for a change of status, please note that the applications can take 3 months or more.

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Please review the table below carefully and decide which category the EV will apply for:

J-1 Category	Primary activity at UNR/Eligibility	Length of Stay
Professor	An individual whose primary activity is teaching, lecturing, observing or consulting on non-tenure track appointments. Participation in departmental research is allowed.	Maximum 5 years. Includes time spent at another institution on J-1 status. If he/she had completed a previous J program in the U.S as A PROFESSOR or RESEARCH SCHOLAR, he/she is subject to a 24-MONTH BAR (gap) to start a NEW J PROGRAM as a PROFESSOR or RESEARCH SCHOLAR.
Research Scholar	An individual whose primary activity is conducting research, observing, or consulting in connection with a research project under the supervision of a UNR faculty. Generally holds Postdoc or Visiting Scholar appointments.	
Short-Term Scholar	A professor, researcher, or person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills. This category includes speakers at conferences receiving an honorarium from UNR.	Maximum 6 months. No extension of stay allowed beyond 6 months.
Specialist	An individual who is an expert in a specialized field of knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills.	Maximum 1 year. No extension of stay allowed beyond 1 year.

Dependent information is required if dependents are accompanying the EV

Only list dependents that will accompany the EV and who are not U.S. permanent residents or citizens. Only spouses and unmarried children under the age of 21 are eligible for J-2 status. Complete all columns in the chart for each dependent. Include copies of the biographical page of their passport. OISS does not charge for dependent requests made at the same time as the request for the primary EV or after the EV arrives.

Financial Information

Please be as accurate as possible when completing this section of the request form. Scholars must have a minimum of \$1400.00 per month for the appointment period. Additional funding is required for dependents in the amount of \$800.00 per month for a spouse and \$350.00 per month per child. If funding comes from sources other than UNR, please include a copy of financial documentation confirming the source and the amount in English. Please specify all amounts in U.S. dollars.

English Proficiency

Regulations require sponsors to objectively verify that each EV has sufficient English proficiency to communicate effectively; perform their jobs or complete their academic programs; to navigate daily life in the U.S.; to read and comprehend program materials; to understand fully their responsibilities, rights, and protections; and to know how to obtain assistance, if necessary.

Please indicate how the English proficiency was measured by checking the appropriate box. If a TOEFL or IELTS test is used, please indicate the score and submit an official or verifiable score report.

If the EV attended an academic institution in or out of the U.S. where classes were taught in English or English was required, the EV may provide a letter from that academic institution certifying the EV's English Language proficiency.

The host Department may also conduct an interview either in person or by video conference, or by telephone conference if video conference is not available. Please provide the date of the interview, the name and the signature of the interviewing faculty member.

Proof of English Language proficiency is required of ALL EVs even those from predominantly English speaking countries.

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J-1 EXCHANGE VISITOR'S CERTIFICATE OF ELIGIBILITY

This form must be signed by the host faculty member and the department chair or their representatives.

Document checklist (please include with this completed request form):

- IPO or check in U.S. dollars payable to the Board of Regents for \$300 for the OISS processing fee
- Copy of the biographical page of Exchange Visitor's and any dependents' passport and extension page if applicable. Visa, Form I-94 (include front and back if they have an I-94 card), and DS-2019/I-20 if currently in the U.S.
- Proof of financial support if required
- Proof of English language proficiency

Host Department: _____ Host Faculty: _____
Dept. Contact: _____ Phone: _____ Email: _____

Purpose of the request:

- Begin New Program
- Change of Status to J-1
- Transfer to UNR from a U.S. Institution
- Extend Current Program
- Add Dependent(s) (no OISS processing fee)

Previous/current participation in a J status? Yes No

If yes, please indicate: previous J status: J-2 or J-1, category: _____. Dates: _____
_____, name and email of the previous program sponsor: _____

Information about the Exchange Visitor and his/her activities at UNR:

Family Name _____ First Name _____ Middle Name _____

Date of Birth (MM/DD/YYYY): _____ Gender: Male Female

City of Birth _____ Country of Birth _____

Country of Citizenship _____ Country of Permanent Residence _____

Position most recently held in home country: _____

- Category at UNR: Professor Research Scholar
 Short-Term Scholar (no more than 6 months) Specialist

Field of Research/Teaching: _____

Describe proposed activities: _____

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Appointment Start Date (MM/DD/YYYY): _____ End Date (MM/DD/YYYY): _____

Please provide the address(es) of all locations where the visitor will work. Include city and zip code:

Dependent information is required if dependents are accompanying the Exchange Visitor Attach additional pages if needed.

Last Name	First Name	Date of Birth	City of Birth	Country of Birth	Country of Citizenship	Country of Residence	Relation to scholar (husband, wife, son, daughter)

Financial Information. Scholars must have a minimum of \$1400.00 per month for the appointment period. Additional funding is required for dependents in the amount of \$800.00 per month for a spouse and \$350.00 per month per child. If funding comes from sources other than UNR, please include a copy of financial documentation confirming the source and the amount in English.

- a. UNR funds: \$_____ per year/ month. **Please note that grant money received from government agencies and used to cover a variety of research and payroll expenses is considered UNR funding for the purpose of this form.**

Please submit financial documentation for any of the following:

- b. U.S. Government Agency: \$_____ per year/ month.

Agency Name: _____

Applicable only if the grant money is used solely to fund the Exchange Visitor or the exchange visitor is named in the grant.

- c. The Exchange Visitor’s Government: \$_____ per year/ month.

- d. Other Organization: \$_____ per year/ month.

Organization Name: _____

- e. Personal/Family funding: \$_____ per year/ month.

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English Proficiency. Regulations require sponsors to objectively verify that each Exchange Visitor has sufficient English proficiency to perform their jobs or complete their academic programs; to navigate daily life in the United States; to read and comprehend program materials; to understand fully their responsibilities, rights, and protections; and to know how to obtain assistance, if necessary.

Please indicate how the English proficiency was measured. Submit official or verifiable TOEFL or IELTS scores, signed documentation from an academic institution or English language school or copy of videoconference to OISS.

*TOEFL score: _____ *IELTS score: _____

***Minimum TOEFL Score is 500 (paper), or 61 (Internet-based version).**

***Minimum IELTS (must be academic version) you must achieve an equivalency score of a 6 (equivalent to 500 TOEFL).**

Signed documentation from an academic institution or English language school

Name of academic institution or English language school: _____

Sponsor-conducted interview. Interview date: _____

Conducted via videoconference

Conducted via telephone (only if videoconference unavailable)

Conducted in person

Name and signature of interviewer: _____

Export Control Evaluation Form. required for all DS-2019 requests from all Departments. The form should be completed by the employee supervisor and forwarded directly to Michele Dondanville at the Office of Sponsored Research or for DRI employees to Jenny Frayer.:

http://www.unr.edu/Documents/research/OSP/forms/OSP30_ExportControlEval_2-19-14.pdf

Required Departmental Signatures:

Host Faculty: _____
(Print Name) (Signature and Date)

Department Chair: _____
(Print Name) (Signature and Date)

OISS USE

Approved Denied A/RO's Signature: _____ Date: _____