

**REQUEST FOR FORM DS-2019, J-1 EXCHANGE VISITOR**

**PART I: TO BE COMPLETED BY THE SPONSORING DEPARTMENT**

(All questions must be answered.)

**SECTION I: VISITOR INFORMATION**

1. Name of Visitor

\_\_\_\_\_

Last or Family	Given/First name	Middle
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2. NCCU Department/School (list physical address of all locations visitor will work including building, lab and/or office number)

Department/School: \_\_\_\_\_

Building Name & Office/Lab Address: \_\_\_\_\_

Division (if applicable): \_\_\_\_\_

3. Is this a request to (check one):

- a) process a DS-2019 to start a new program for an individual
- b) extend a program for a J-1 visa holder already at NCCU
- c) transfer a visitor from another J-1 program

Brief description of Visitor's Proposed Program or Activities at NCCU: *(Examples: conduct research in material physics; teach courses in French; conduct three-day seminar in library science; observe university administration.)*

\_\_\_\_\_  
\_\_\_\_\_

4. Visitor's Position at NCCU \_\_\_\_\_ (Check and complete as appropriate.)

Will this person be put on NCCU payroll?  Yes  No

If "Yes", complete the following: NCCU position title \_\_\_\_\_

NCCU position # \_\_\_\_\_

**(Please attach a copy of the department's invitation letter)**

5. Dates of visit: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
(month/day/year) (month/day/year)

What is the maximum anticipated stay for your Visitor (weeks, months, years)?

Explain \_\_\_\_\_

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*Note: Please be sure that the proposed dates cover the expected time on payroll. Please coordinate the PeopleAdmin/contract and hiring process with Human Resources. Be sure to submit the online application through PeopleAdmin to Human Resources at least 30 or more days prior to the program start date on page 1 to ensure timely processing and completion prior to the program start date.*

*Exchange visitors may enter the U.S. up to 30 days before DS-2019 form's start date and stay 30 days beyond the end date, but may not work during those periods. Please note that the exchange visitor must obtain a social security card before the Human Resources office will add the visitor to payroll. It can take at least 2 weeks or more to receive the social security number. It is advisable that exchange visitors wait 10 days for verification of documents by DHS after arrival to the U.S. before applying for a social security card. Exchange visitors should allow time for this process before the employment start date.*

6. Will your Visitor be employed by or visiting other U.S. institutions before or after NCCU visit?  
 Yes  No

*If "Yes", give details on separate sheet or call the Office of International Affairs (OIA) to discuss. (Visitor is permitted to remain in the U.S. for up to 30 days of travel after leaving NCCU without special permission; no employment is permitted during this period.)*

**English Proficiency Determination:** Per immigration regulations as of January 5, 2015, prior to submitting the J-1 request forms, the department must also verify that the exchange visitor has "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." There are several approved methods to provide such evidence of English proficiency. At NCCU, a department must provide documentation of one of the following:

1. Valid (within the past two years) TOEFL score of 61 iBT or an IELTS score of 6.0; **or**
2. Prospective exchange visitors unable to submit a valid TOEFL 61 score or IELTS 6.0 score may instead utilize J-Check Testing for J-Scholars Services. Please note a score of 3.6 or higher is required. Please see [this link](#) for more information on using J-Check. OIA and exchange visitor will receive an official J-Check report within 24 hours of testing; **or**
3. Documentation showing completion of a U.S. English as a Second Language (ESL) program or a degree from a university where instruction is all in English.

Per ACTFL (American Council on the Teaching of Foreign Languages), individuals at the Intermediate language levels can:

- Participate in simple transactions (questions at grocery stores, booking travel, asking questions on the bus, etc.)
- Use simple sentences with a limited number of connector phrases.
- Ask and answer simple questions.
- Use the limited grammar and vocabulary they already possess to create sentences and/or sentence strings.

Departments will be required to complete an Attestation of Compliance which includes how the visitor's English proficiency was determined.

**SECTION II: VISA CLASSIFICATION**

Please check one visa category which best describes your visitor’s primary activity:

- J-I Professor, Instructor (at least 50% teaching duties [3 week min – 5 year max stay])
- Research Scholar (at least 50% research duties) [3 week min – 5 year max stay]
- Specialist [12 month max stay]
- J-I Short-Term Scholar [No min - 6 month max stay]
- Student (degree seeking)
- Student (non-degree seeking)

*\* Important Note: 12 Month Bar after previous J participation:* Individuals who within the previous 12 months have been physically present in any J status (including J-2 status) for longer than 6 months, cannot begin a new program as a Research Scholar or Professor until they have been absent from the U.S. for a period of 12 months.

*24-month bar on Repeat Participation:* Individuals who have been in J-1 status as a Professor or Research Scholar within the previous 24 months (other than as Short-Term Scholar category) are ineligible to begin a new program as a Professor or Research Scholar until they have been physically absent from the U.S. (and residing in their previous country of permanent residence) for at least 24 months. Short-Term Scholars may be permitted to return to the U.S. for the purpose of engaging in a NEW research program, but not to repeat the activity or to further/complete the previous research activity.

**SECTION III: FUNDING**

Check the appropriate description of the funding source. Indicate all sources and amounts of funding and the name of the funding source for the visitor’s entire stay.

<b>Type of Funds</b> (Translated into English)	<b>Amount (\$US) per Period of Funding</b> Amount per month or year	<b>Name of Funding Source</b>
NCCU Funds +(i.e. University paycheck including paychecks via grant support)		
US Government Agency (not grants)* +		
Visitor’s Home Gov’t*		
Other Organizations* (List organization name to the right)		
Personal or Family Funds* (List name and relationship to right)		
Other*		

\* For all funds not from NCCU sources, an original and current letter or other documentation from the funding source confirming the source, amount and dates of funding must accompany this request (e.g.

award letter, sabbatical letter from home university, bank statements or other proof of personal funds). Documents not in English must be accompanied by a certified English translation. **Visa documents cannot be issued without this proof of funding.**

+ If the funding is from U.S. Government sources (including grants to NCCU professors or departments), is the funding specifically for international educational exchange?  Yes  No

Is the government funding specifically for this person?  Yes  No

1. Minimum Funding Requirement: (For exchange scholars and dependents or accompanying family members)

Scholar: \$17,695/year - \$1,474.58/month; Additional funding amounts for: Spouse: \$7,000/year - \$583.33/month; Each Child: \$5,000/year - \$416.66/month

Students: must provide a financial guarantee at application for the first year's tuition and fees and provide information on how their educational expenses will be supported in all succeeding years at NCCU.

*Important Note: If sufficient funds for family members are not indicated at the time of the initial J-1 request the additional family members will have to wait for a period of at least six months before the dependent DS-2019s can be issued.*

2. Will medical insurance benefits for the visitor be covered through NCCU (i.e. GeoBlue)?  Yes  No

For visitor's dependent(s)?  Yes  No

If "yes", department will need to provide proof of coverage to OIA.

Insurance Requirement: Throughout their stay, J-1 Exchange Visitors and their dependents must carry medical insurance which meets Department of State (DOS) requirements. See below, as well as, the link [Health Insurance Requirements](#) for J-1/J-2 Scholars for more information and list of insurance providers. Exchange Visitors will be required to certify compliance with this requirement when they check in with OIA. Failure to carry health insurance which meets DOS requirements will result in a violation of immigration status and possible program cancellation.

<u>Item</u>	<u>Amounts</u>
Medical benefits	\$100,000
Repatriation of remains	\$25,000
Medical evacuation	\$50,000
Deductible per accident or illness	\$500

3. Other facilities and services department will provide for Visitor (Examples: office, telephone, administrative support, housing, paid hotel accommodations, etc.):

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Taxation: Taxation of noncitizens differs significantly from citizen taxation. For information about taxation of international students and exchange visitors who will be on payroll or who will receive payments from NCCU, contact: The NCCU Payroll Office at 530-7085.

**Note on J-1 Exchange Visitors Who Will Not Be Paid Through the University**

J-1 Exchange Visitors who will not be paid through the University must also complete the following volunteer/guest researcher form listed below. They should also read the Code of Conduct for volunteer or guest researchers below. OIA will submit this form to the Division of Research & Sponsored Programs for review and approval before J-1 documents are processed.

- Volunteer Guest Researcher Form [Volunteer/Guest Research Form](#)
- Code of Conduct [Code of Conduct](#)

**SECTION IV: DEPARTMENTAL CONFIRMATION**

Inviting Faculty Sponsor\* \_\_\_\_\_

	Name (Print or Type)	Signature	Date
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Title	Phone	E-mail	

Departmental Address \_\_\_\_\_

Name of Department	Building Name and Room #
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Department Chair Approval\* \_\_\_\_\_

	Name (Print or Type)	Signature	Date
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Dean Approval\* \_\_\_\_\_

	Name (Print or Type)	Signature	Date
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\*Signatures by the Faculty Sponsor, Department Chair and Dean are required.

Department Contact (Person Preparing Form, if different from inviting faculty sponsor above)

Name (Print or Type)	Signature	Date

Phone Number	E-mail Address

\* Please Return Part I and Part II J-1/J-2 Request Forms **at Least Two Months** Before You Would Like Your Visitor to Arrive in the U.S. To: Office of International Affairs, 102-A Lee Biology Bldg.

\* Processing Time After Receipt of Completed Request Forms & Supporting Documentation: 2 Weeks

Checklist of documents to submit to OIA:

Part I:

- Part I Request Forms (originals)
- Copy of invitation letter to visitor
- Funding information (if applicable)
- Copy of signed employment paperwork/contract (if applicable)
- Volunteer/Guest Research Application

Part II

- Part II Request Forms
- Resume or CV
- Copy of relevant diploma/degree with certified English translation if not in English
- Copy of passport(s) (biographical page
- Front/back copy of I-94 (if currently in US)
- Copy of DS-2019 (if currently in US)
- Information for dependents, #5 (if applicable)
- Funding information (if applicable)

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**ATTESTATION OF COMPLIANCE WITH U.S. DEPARTMENT OF STATE AND DEPARTMENT OF HOMELAND SECURITY REGULATIONS**

Name of Host Department: \_\_\_\_\_  
Name of Prospective J-1 Exchange Visitor: \_\_\_\_\_

The purpose of the Exchange Visitor Program, as administered by the U.S. Department of State (DOS) and the Department of Homeland Security (DHS), is to promote international educational exchange. Host departments have responsibilities for the selection and monitoring of Exchange Visitors. The Chair of the host department and the Principal Investigator/Supervisor must read and agree to statements below and demonstrate that agreement by signing this attestation. By signing, the host department attests that it will comply with DOS and DHS regulations.

**ATTESTATION BY THE HOST DEPARTMENT**

I have determined that the Scholar possesses sufficient proficiency in the English language to successfully participate in his or her program and to function on a day-to-day basis in the United States, as determined by an objective measurement of English language proficiency. The host department has submitted documentation of at least one of the following to the Office of International Affairs (OIA):

(Please check one.)

- Valid (within the past two years) TOEFL score of 61 iBT or an IELTS score of 6.0
- Prospective exchange visitors unable to submit a valid TOEFL 61 score or IELTS 6.0 score may instead utilize J-Check Testing for J-Scholars Services. Please note a score of 3.6 or higher is required.
- Documentation showing completion of a U.S. English as a Second Language (ESL) program or a degree from a university where instruction is all in English.

I understand that this evidence of English language proficiency will be retained by OIA and made available to the U.S. Department of State upon request.

I will notify OIA:

- **In advance of any proposed changes to the Exchange Visitor's program, including, but not limited to changes in funding, activities or site of activity, extended periods of travel, and date of termination**, to determine if such changes are permissible, prior to any such changes occurring.
- When an Exchange Visitor is not progressing towards the completion of his/her program objective.
- If the Exchange Visitor will end their program participation prior to the end date of the Form DS-2019 so that the Exchange Visitor's SEVIS record can be updated.
- To immediately report any investigations of an Exchange Visitor's site of activity or serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or NCCU's J program into notoriety or disrepute, including any potential litigation related to NCCU's J program in which NCCU or the Exchange Visitor may be named a party, so that DOS can be notified on or before the next business day as required.

The department will strive to make a variety of appropriate cross-cultural activities available to the Exchange Visitor and his or her dependents, and to encourage the voluntary participation in these activities. I understand that the participation in cross-cultural programs by and the accomplishments of Visiting Scholars can be shared with OIA, so that they can be included in the annual report on the J program to the Department of State.

I have read and hereby agree to the attestations above and will comply with the DOS and DHS requirements for the duration of the program requested on the Form DS-2019. I understand that I must cooperate with any inquiry or investigation undertaken by DOS or DHS. I certify, under penalty of perjury, that this application and the evidence submitted with it are true and correct to the best of my knowledge.

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Title 18 of the United States Code, Chapter 47, Section 1546 states:

**“Whoever knowingly makes under oath, or as permitted under penalty of perjury under section 1746 of title 28, United States Code, knowingly subscribes as true, any false statement with respect to a material fact in any application, affidavit, or other document required by the immigration laws or regulations prescribed there under, or knowingly presents any such application, affidavit, or other document which contains any such false statement or which fails to contain any reasonable basis in law or fact - shall be fined under this title or imprisoned not more than 10 years (in the case of the first or second such offense), or 15 years (in the case of any other offense), or both.”**

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Name of Faculty Sponsor: \_\_\_\_\_

Signature of Faculty Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Department Chair: \_\_\_\_\_

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Host Department: \_\_\_\_\_ Name of Scholar: \_\_\_\_\_

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Office of International Affairs, 1801 Fayetteville Street, Room 102A,  
Durham NC, 27707; Tel.: (919) 530-7712; Fax: (919) 530-7627