



**UNIVERSITY OF NORTH TEXAS/UNTHSCFW
DS-2019 REQUEST FORM FOR J-1 VISITING SCHOLAR
To be Submitted by the Inviting Department**

Departmental Information

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 US for a temporary appointment, generally 3 years or less, as a professor, researcher, 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. As of 5/03 it is possible that an Internship category may be developed for students to do research, but at this time the category does not exist. **The J-1 is not appropriate for a tenure track candidate.**

Health Insurance:

The Department of State requires each J-1 scholar and each J-2 dependent to be covered by insurance at the minimum level shown below for the entire time they are in the U.S. in J-1 status. The scholar must show proof of the insurance upon arrival at UNT and check-in at the International Advising Office. In some cases, proof of insurance may be required before issuing the DS-2019. Failure to comply requires termination of the J status for the scholar and dependents. International Advising maintains information from insurance companies which offer appropriate health insurance plans. The minimum requirement set by the Department of State is:

- Medical benefits of at least \$50,000 per accident or illness;
- Repatriation of remains in the amount of \$7,500;
- Expenses associated with medical evacuation of the visitor to his or her home country in the amount of \$10,000; and
- A deductible not to exceed \$500 per accident or illness.

The health insurance provided to employees of the University of North Texas does not cover the repatriation and medical evacuation. This must be covered by a separate supplemental policy (International Advising has brochures from companies that offer this supplemental coverage very inexpensively.)

Process:

1. **The inviting department completes all sections of the “DS-2019 Request Form.”** All the requested information is necessary to prepare the DS-2019 form.
2. The inviting department submits the DS-2019 Request Form with supporting documents to International Advising.
3. International Advising reviews the request and issues a DS-2019 for the department to send to the prospective scholar. International Advising will enter the necessary information about the scholar and dependents on the SEVIS system when issuing the form. The consulate must be able to read the SEVIS entry before issuing the visa stamp.
4. The prospective scholar will present the DS-2019 to the appropriate U.S. Consulate in his/her country and request a J-1 visa stamp. This may involve a 4 week security check. Contact our office with any problems.
5. The scholar must enter the U.S. within a time period of 30 days before the begin date. If the scholar cannot enter by that date, International Advising **must** be notified to enter a new entry date on the SEVIS system to keep the J scholar's record valid and facilitate entry.
6. The scholar must check in with International Advising upon arrival at UNT. If this is not done in time for International Advising to validate the SEVIS record inside of 30 days from U.S. entry, the J scholar will become illegal.

SEVIS/J-1 regulations require that International Advising enter the arrival or non-arrival information on the SEVIS system for the scholar. If the scholar has not checked in, and his/her arrival information has not been entered by 30 days after the begin date, he/she will show as a no-show on SEVIS which is a serious infraction. *Please ensure that the scholar reports to International Advising with immigration documents and proof of adequate health insurance immediately upon arrival.*

To request a DS-2019 for the scholar:

Please return this completed form and the following documents to the International Admissions and Advising Center, 171 Kendall Hall. Incomplete applications will be returned. Please address your questions to Dotty Horton, 565-2195, or email dotty@isp.admin.unt.edu.

- This DS-2019 Request Form, signed by the appropriate Department Head and Dean
- Copy of invitation or offer letter which should include mention of Department of State's insurance requirements
- Financial support documents if non-UNT funded (fax copy will be accepted)

PART III: PROGRAM INFORMATION



Exchange visitor will be:

Research Scholar _____ Professor _____ Short-term (< 6 months) Scholar _____

*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 3 years as a J. (This may be extended to 5 years in the future pending final regulations [as of 5/03]) When the scholar leaves the U.S., he/she may not enter the U.S. as a J for 12 months from departure.

Host department _____ Building on campus _____

Supervisor in host department _____

Phone _____ email _____

Begin date: ____/____/____ End date: ____/____/____

Field of research or teaching _____

CIP code _____ (Codes can be found on the Dept. of Education web site at <http://nces.ed.gov/pubs2002/cip2000/>)

Brief description of program:

Health insurance will be provided by: UNT _____ (Account # _____) Visiting Scholar _____

PART IV DOCUMENTATION OF FUNDING

UNT funds, list grant _____ Amount paid to scholar _____

Non- UNT funds _____ Amount _____

(i.e. Exchange Visitor's Government, other organizations, or personal funds. This requires submission of original or certified financial documents.)

Salary/other (non-UNT) _____ Amount _____

(This requires submission of original or certified financial documents.)

* Minimum \$1,000/month required for scholar, \$340/month for a spouse, and \$340/month for each child.

PART V DISPATCH INFORMATION

All DS-2019's will be available for pick-up in room 171 Kendall Hall, or will be sent to HSC via UNT courier.

Contact person to be notified for pick-up

Denton Campus: Name _____ Email _____

HSC: Name _____ Department _____

Email _____

PART VI DEPARTMENTAL/COLLEGE APPROVAL

Department Chairperson _____ Signature _____

Date _____ Phone _____ email _____

Dean: _____ Signature _____ Date: _____

Department Responsibility Check List J-1 Scholars

- Determine department eligibility for scholar.
- Arrange for space for the scholar, and for library access or other campus necessities.
- Apply to International Advising for D-2019.
- Mail DS-2019 to scholar.

- Arrange for pick-up at airport.
- Assist scholar to find temporary and permanent housing.
- Provide assistance with other settling in matters.

- Notify International Advising if the scholar will not be able to enter the US by the begin date on the DS-2019. We MUST adjust the SEVIS system to show the new entry date.

- Notify International Advising of the arrival of scholar. Dotty Horton – dotty@isp.admin.unt.edu
- Make appointment for scholar to check in with International Advising. Dotty Horton – 565-2206
- Guide scholar to Kendall Hall. Check in must occur before 30 days after the begin date on the DS-2019.

- 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 needs to extend stay.

- Notify International Advising when scholar leaves.

UNIVERSITY OF NORTH TEXAS™

International Advising
171 Kendall Hall
phone: 940-565-2195
fax: 940-565-4822

Contact
Dotty Horton, Director
Phone: 940-565-2206
dotty@isp.admin.unt.edu

www.international.unt.edu/immigration