



## Instruction for J1 Visa Sponsorship Application of Visiting Scholar/Professor

### Form DS-2019 Certificate of Eligibility for Exchange Visitor Status

All J1 exchange visitors must obtain a Form DS-2019, Certificate of Eligibility for Exchange Visitor Status in order to apply for a J1 visa to enter the U.S. or to transfer from another J1 sponsoring institution to Midwest University. The International Office of Midwest University is responsible for issuing Form DS-2019 through the Student & Exchange Visitor Information System (SEVIS), the web-based computer system used by the U.S. Department of Homeland Security to track and monitor international students, scholars and programs. Please complete the application forms and attach required documents on the checklist before submitting to International Office for a Form DS-2019.

### Application Deadline: **SIX WEEKS BEFORE ARRIVAL DATE** of exchange visitor

From receiving the Form DS-2019 at home country to schedule an interview with a U.S. Consulate to apply for a J1 visa, to make travel plans, and to finally arrive on campus, an exchange visitor needs a minimum of five weeks. International Office needs 3-5 business days to process the application, depending on the workload of the time the application is submitted. **Visitors should NOT schedule visa interview with a U.S. Consulate until receiving confirmation that the DS-2019 has been mailed.** Please plan early and submit completed application to International Office **SIX weeks before** the arrival date. Your cooperation is greatly appreciated by the visitors as well as by International Office staff.



<b>1. The purpose of this request:</b>		<input type="checkbox"/> New program – scholar coming from abroad <input type="checkbox"/> New program – scholar transferring within the U.S. <input type="checkbox"/> Extension – scholar continuing on same program at MU		Attach 2 recent 2x2 sized photos of yourself here
<b>2. Personal Information:</b>				
(Last or Family Name)	(First Name)	(Middle Name)		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: _____ (mm/dd/yyyy)			
E-mail Address: _____				
City of Birth :		Country of Birth :		
_____		_____		_____
Country of Citizenship		Passport Number		Passport Expiration Date(mm/dd/yyyy)
<b>3. Current Address:</b>				
(all documents will be sent to this address)	Street Address _____			
	Postal Code	City	State(if necessary for mail)	Country
	Telephone _____		Mobile Phone	Email
	_____			
<b>4. Permanent Address</b>				
<input type="checkbox"/> Check here and do not complete if the information is the same	Street Address _____			
	Postal Code	City	State(if necessary for mail)	Country
	Telephone _____		Mobile Phone	Email
	_____			
<b>5. Emergency Contact</b>				
(must be a relative, spouse, or guardian)	Full name _____		Relationship to You _____	
	Street Address _____			
	Postal Code	City	State(If necessary for mail)	Country
	Telephone _____		Mobile Phone	Email
_____				
<b>6. Present or Former Position</b> in the country of permanent residence:				
(For example: Is he/she a professor, researcher, graduate student, government employee/administrator, in the private sector? Please give concise description.)				
Has been a J-1 scholar in the US? Yes <input type="checkbox"/> No <input type="checkbox"/> End date of most recent J-1 program: _____				
Previous J-1 Sponsor organization name: _____				
Previous J-1 Sponsor contact information: _____				





<b>Dependent #2</b>					
(Last or Family Name)		(First Name)		(Middle Name)	
<b>Relationship:</b>	Spouse, Daughter, Son	<b>Date of Birth:</b>	mm/dd/yyyy	<b>Place of birth:</b>	City & Country
Country of Citizenship		Passport Number		Passport Expiration Date (mm/dd/yyyy)	

<b>Dependent #3</b>					
(Last or Family Name)		(First Name)		(Middle Name)	
<b>Relationship:</b>	Spouse, Daughter, Son	<b>Date of Birth:</b>	mm/dd/yyyy	<b>Place of birth:</b>	City & Country
Country of Citizenship		Passport Number		Passport Expiration Date (mm/dd/yyyy)	

<b>Dependent #4</b>					
(Last or Family Name)		(First Name)		(Middle Name)	
<b>Relationship:</b>	Spouse, Daughter, Son	<b>Date of Birth:</b>	mm/dd/yyyy	<b>Place of Birth:</b>	City & Country
Country of Citizenship		Passport Number		Passport Expiration Date (mm/dd/yyyy)	

Note: If more space is needed, please attach an extra sheet of paper. Be sure that all names are spelled correctly and exactly as they are in the individual's passport. A misspelling of a name can lead to a visa denial.

**12. Insurance Coverage (Medical, Evacuation, & Repatriation)**

- Medical benefits of at least \$100,000 per person per accident or illness
- Expense associated with medical evacuation in the amount of \$50,000
- Repatriation of remains in the amount of \$25,000
- A deductible not to exceed \$500 per accident or illness

Note: Participants in the J-1 Exchange Visitor Program are required to have medical insurance that covers them for sickness or accident during the period of time they are participating in MU's exchange visitor program. The Exchange visitor must provide proof of insurance as indicated above to the office of International Affairs within two weeks of the start of the program listed on the Exchange Visitor's DS-2019.



**IMPORTANT: TWO-YEAR HOME COUNTRY PHYSICAL PRESENCE REQUIREMENT**

Some J-1 Exchange Visitors and their J2 dependents may be affected by a provision referred to as the "two-year home country physical presence requirement." This means that after completing his/her program in the U.S. as outlined on the Form DS-2019, an Exchange Visitor must return to his/her home country for two years. This requirement usually applies to the following: 1) Exchange Visitors whose programs are financed in whole or part, directly or indirectly, by the U.S. or home country government or a foreign sponsor; 2) Exchange Visitors whose country and field of specialized knowledge (skills) are listed in the most recent "skills list" published by the U.S. Department of State; 3) Exchange Visitors who are receiving graduate medical education or training in the U.S. A waiver of this requirement may be possible. This special characteristic of J-1/J-2 status should be clearly understood by the J1 Exchange Visitor. Any questions regarding this matter should be discussed with the International Office of Midwest University.

**Attach ALL documents listed below and email to Midwest University:**

1. Copy of the bio-page of your and your dependents' passports showing legal name, date of birth, city of birth, country of birth, gender and expiration date
2. If not funded by Midwest University, proof of funding **in English**

**Other institutional support case:**

A letter from an employer or another institution on OFFICIAL business letterhead including a signature showing amount and length of support

**Private sponsors including parents (must include both of the following):**

- the sponsor's bank or other financial statements
- letter(s) indicating the relationship between you and the sponsor(s), the amount of support and the length of support

3. Proof (**in English**) of health insurance coverage for full period of DS-2019
4. Your very brief research/teaching plan (less than half page)
5. Your CV/resume
6. Copies of previous DS-2019s for J1/J2 status issued by MU and/or any other U.S. institutions (if you were in J1 status previously)
7. Funding for dependents if coming: please provide original financial documents of \$5,000/year for spouse plus \$3,500 for each child) \$ \_\_\_\_\_
8. Copy of marriage certificate in ENGLISH (must be an official legal translation)

**I attest that I have read the information above and fully understand its contents.**

Signature

Date(mm/dd/yyyy)