

International Research Center

Midwest University

FORM A (Page 1 of 3) Department Request for J-1 Scholar Sponsorship

To be completed by the host Midwest University department for a prospective J-1 Professor or Research Scholar. Visa sponsorship is based on a Midwest University academic appointment. Submit **FORM A** together with **FORM B** and all supporting documents to MIO. Please answer all questions as accurately as possible. This information is used to prepare official documents filed with the U.S. Department of State and the Department of Homeland Security.

Unclear, incomplete information or unanswered questions may cause a delay.

Department / Host Faculty Information	
Midwest University Department Name:	School/College:
Department Address:	
Name of Dept. Chair:	E-mail Address:
Telephone:	Fax:
Name of Direct Supervisor (if not the Chair):	
Title of Direct Supervisor:	E-mail Address:
Telephone:	Fax:
Name of Dept. Admin/Contact:	E-mail Address:
Telephone:	Fax:
DELIVERY OF VISA DOCUMENTS. NOTE: Normal processing time to create a SEVIS record and DS-2019 for a J-1 Scholar (and each dependent) is a minimum of 10-15 working days after receipt of all required documents, if complete and accurate. Unless instructed otherwise, MIO will notify the dept. contact person listed above to pick up and express mail the DS-2019 Form(s) to the scholar when ready. NOTE: Dept. is encouraged to review the DS-2019 for accuracy. However, J Sponsors (Midwest University) are now prohibited by regulation from sending an electronic copy of the DS-2019 by email, fax etc. and subject to sanction.	
Prospective Scholar Appointee Information (Biographic info as in Passport)	
Family Name:	First Name:
Date of Birth:	Country of Birth:
Country of Citizenship:	Male Female
Academic Degrees earned by individual:	
Year(s) Awarded:	
Has the dept. documented if the scholar has sufficient knowledge of the English language? Yes No	
How has the dept. documented this? Test Score (TOEFL/IELTS) Documented Interview	
Is documentation of English proficiency listed above attached? Yes No	
THIS IS REQUIRED. Please attach documentation of English proficiency - See Dept. Checklist for details	

Basis for J-1 Scholar Sponsorship Request	
	New J-1: Coming from outside the U.S.
	New J-1: Currently at Midwest University and will move to J-1 from another nonimmigrant status (select appropriate scenario below)
	Currently in U.S. Will apply to USCIS for Change of Status to J-1 scholar from another immigration status while remaining in the U.S.
	Intends to travel abroad, apply for a J-1 visa. and re-enter the U.S. in J-1 status
	J-1 Transfer to Midwest University (currently J-1 professor or research scholar at another U.S. institution)
	Extension of current J-1 already in J-1 scholar status (sponsored by Midwest University)

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FORM A: (Page 2 of 3)

Information about the Midwest University Appointment: (All data is required for SEVIS record / DS-2019)			
Official Midwest University Position Title:			
Is the appointment full-time?	Yes	No	
Dates of Appointment:	Starting:	Ending:	
Is it possible that the appointment will be renewed or extended beyond this date?	Yes	No	
If so, please explain briefly the terms that will determine renewal or extension:			
Field of Proposed Research/Teaching Activity:			
Percent of time to be spent, as follows:	Teaching:	Research:	Other:
If other, please describe:			
Will the visitor participate in a Midwest University sponsored research project or any collaborative research at Midwest University?	Yes	No	
Brief description of duties and activities of prospective appointee: (Required for SEVIS record)			
EXACT ADDRESS Where Scholar Will Be Working:			
(NOTE: MIO must be notified of any changes to Site of Activity which must be recorded in SEVIS)			
Department Name:			
Street Address:			
City:	State:	Zip:	
SUPPORT SERVICES PROMISED TO SCHOLAR:	Office Space	Computer	Telephone
	Library access	Administrative Support	Email Account
Other, please indicate:			
PROGRAM COSTS/FEES:	Will the prospective scholar be charged any type of fee by Midwest University?	Yes	No
If yes, please indicate the amount: \$			
Briefly describe why the fee is in place and what it covers:			
FUNDING Information from All Sources: (while in the U.S.)			
Financial information listed is the sole basis for determining whether the support will be adequate to maintain a minimum decent standard of living for the appointee and his/her dependents. This data will appear on form DS-2019 Visa Certificate and will be a determining factor in whether a visa is issued by a U.S. Embassy or Consular official. The University may be held to statements made about fellowships and salaries.			
NOTE: The DS-2019 may not exceed the duration of official appointment or period salary/funding is guaranteed.			
Funding Paid Through Midwest University (Salary, grand funding, fellowship, honorarium, etc.)			
Salary: \$	Period of time:	Employee Health Benefits Offered?	Yes No
Is salary grant funded?	Yes	No	If yes, please complete the following:
Grant Project Title:			
Current Project End Date:		Project's Banner Index #:	
Home Dept. Banner Index #:		Funding Agency:	
Is there federal grant funding provided specifically to further international educational exchange?			Yes No

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FUNDING FROM OTHER SOURCES:			
Separate documentation must accompany all sources of financial support except funds provided by Midwest University.			
Minimum support of \$18,000 USD per year (1,500/per month) is required for the <i>principal</i> visitor, \$12,000 USD per year (\$1,000/per month) for spouse; and \$6,000 USD per year (\$500/per month) for each child. Please note that the cost of living in the Washington, DC area is very high. The level of support required is minimal.			
	NAME OF AGENCY / INSTITUTION:	USD AMOUNT	Indicate per month or year
U.S. GOVERNMENT		\$	
INTERNATIONAL ORGANIZATION		\$	
FOREIGN GOVERNMENT:		\$	
OTHER ORGANIZATION:		\$	
PERSONAL FUNDS:		\$	
			Official letter of support. See instructions
			Original bank letter See instructions

DEPARTMENT APPROVALS AND CERTIFICATIONS:

I certify that the information provided for the requested DS-2019 visa certificate is all true and correct. I authorize the release of any information needed by the Department of State and the Department of Homeland Security to determine eligibility for the requested benefit or during any investigation under the Immigration and Nationality Act. I request the MIO to bind Midwest University to the legal obligations associated with J-1 Exchange Visitor sponsorship. (Please sign with blue ink)

***Signatures below must be physically signed, NOT electronically. Please scan and email this page to the MIO**

Requestor/Supervisor: _____ Date: _____

Dept. Admin Staff: _____ Date: _____

Dept. Chair: _____ Date: _____

College Dean: _____ Date: _____