

**REQUEST FOR FORM DS-2019
Certificate of Eligibility for the Exchange Visitor (J-1)
FOR VISITING SCHOLARS**

When a UNL department has invited an international scholar for a visit, the J-1 visa is often the most appropriate visa for the Scholar.

This request should be completed by the host department, signed by the department chair/head or director, and sent or faxed with supporting documentation to International Affairs (IA). It is recommended that a department initiate this request at least two (2) months prior to the scholar's intended visit to allow sufficient time to obtain a visa and travel to the U.S. to begin their program.

If the scholar is eligible to participate in the exchange visitor program, International Affairs will issue a Form DS-2019 which the department will forward to the exchange visitor. The scholar will use the Form DS-2019 either to apply for the visa and enter the U.S. or to transfer visa sponsorship to UNL from another Exchange Visitor (J-1) program to pursue the same objectives.

Instructions regarding applying for a visa and insurance coverage as required by federal regulations will be included with the Form DS-2019 to be sent to the scholar.

Please use this request form to apply for a scholar beginning a new program at UNL. To request an extension of stay for a scholar already at UNL please complete an extension request form which can be obtained from the International Affairs website (www.unl.edu/iaffairs).



International Affairs, 420 University Terrace, Lincoln, NE 68588-0682
402-472-5358 (Telephone) 402-472-5383 (Fax)
E-mail: iss@unl.edu Web: www.unl.edu/iaffairs

*** Scholar's E-mail Address _____

PART I-SCHOLAR INFORMATION

1. Name of Scholar: _____ / _____
Family Name Given Name(s) (including middle name)
2. Male/Female: _____ 3. Date of Birth: _____ / _____ / _____ 4. Place of Birth: _____ / _____
Month/Day/Year City Country
5. Citizen of: _____ 6. Legal Permanent Resident of: _____
Country Country
7. Occupation & Employer & City of employer in country of permanent residence:

8. Highest degree received (check one): _____ Ph.D _____ Masters _____ Other (identify)
(If less than masters degree, justify designation as a scholar):

9. What is the basis of your determination that this person has adequate English skills to function as a Visiting Scholar in your department?

10. Has this Scholar held J-1 or J-2 immigration status at any U.S. institution in the past 12 months? (Yes/No)
If yes, give dates, location and purpose of most recent visit: _____
(Attach copies of all previous IAP-66 or DS-2019 forms and, if the scholar is in the U.S., a copy of both sides of his or her Form I-94)
Note: a Scholar may not change J-1 category, e.g., student to scholar, in the U.S.
11. Has this Scholar previously visited UNL with the J-1 visa? (Yes/No) _____ If yes, give most recent dates: _____

PART II-PROGRAM INFORMATION

12. Scholar's academic field: _____
13. Area of specialization: _____
14. Description of Scholar's proposed activities at UNL: (Examples: conduct research in atomic physics; teach courses in Italian; conduct three-day workshop in ecology; observe university administration.)

15. Dates of visit at UNL: from _____ to _____
Dates should include program dates ONLY, they can not include additional time for tourist or non-program activities.
A visiting Professor/Research Scholar on a J-1 visa may be documented to stay in the U.S. for a maximum of three years, although an extension of six months may be permitted for good cause to complete teaching or research responsibilities. An individual is not eligible to begin a new program in the "Professor or Research Scholar" category if he/she has been physically present in the U.S. in J-1 or J-2 status for six months or more of the 12 month period immediately preceding the proposed starting date of the new exchange program; however, a Professor/Research scholar currently in the U.S. in the J-1 visa classification status may transfer to a different Exchange Visitor (J-1) program.
16. Is there a possibility that Scholar will extend his or her stay at UNL beyond the dates given above? (Yes/No) _____
If yes, will Scholar stay a total of more than six months (Yes/No) _____
17. Proposed job title at UNL (*the J-1 visa may not be used for tenured or tenure-track positions*): _____
18. Will the Scholar be employed by or visiting other U.S. institutions before or after the UNL visit? (Yes/No) _____
If yes, give details on separate sheet or call IA to discuss. (*A J-1 Scholar is permitted to remain in U.S. for up to 30 days of travel after completing the UNL program without special permission; no employment is permitted during this period.*)

PART III-FUNDING INFORMATION

19. List all sources of support to Scholar during the visit. Minimum support is \$1200 per month plus \$700 per month for an accompanying spouse and \$350 per month for each accompanying child. Indicate total amount of funding in U.S. dollars for the entire visit; please do not indicate monthly or annual salary.

<u>SOURCE</u>	<u>AMOUNT</u>
Host Department at UNL: _____	\$ _____
REQUIRED EVEN IF NO FUNDING BY UNL: UNL ____ will ____ will not (check one) pay Visitor with U.S. Government funds obtained specifically for international exchange. If yes, provide explanation or copies of relevant awards, contracts or correspondence.	
Other UNL department(s) (provide letter from department chair/head or director): _____	
Scholar's government (identify ministry or agency): _____	
Other organization(s) (identify): _____	
Personal funds (provide personal statement <u>and</u> bank statement or employer's letter regarding sabbatical pay, etc.) _____	

IMPORTANT: Provide documentation of any funding, normally a letter from the funding organization specifying the dates of the visit and the specific amount of funding. (A letter from the Scholar is not sufficient documentation.)

PART IV-DEPENDENT INFORMATION

20. To be completed only if the Scholar intends to bring a spouse or child to the United States. Be certain that the information provided is consistent with the individuals' passports. If no dependents will be coming to the United States, leave blank and go to Part V.

Name (LAST/ First)	Relationship to Scholar	Date of Birth month/day/year	City of Birth	Country of Birth	Country of Citizenship
		/ /			
		/ /			
		/ /			
		/ /			

NOTE: Requirements for health insurance applies to J-2 dependents as well and verification of insurance will be required.

