



Office of Global Engagement (OGE) DS-2019 REQUEST PACKET

****Please allow 5 business days for OGE to process****

International visitors to Utah State University who will be engaged in consultation, observation, research, training or demonstration of special skills must be present on a J-1 visa. The following information is necessary for the preparation and processing of the DS-2019 document required by all visiting scholars and students to obtain a J-1 exchange visitor visa.

EXCHANGE VISITOR INFORMATION

To be completed by the exchange visitor

- A. *Biographical Information*
- B. *Funding Information*

HOSTING DEPARTMENT INFORMATION

To be completed by the department

Helpful U. S. State Department links regarding visas:

Information about the DS-160 can be found at: <https://travel.state.gov/content/visas/en/forms/ds-160--online-nonimmigrant-visa-application/frequently-asked-questions.html>

Information about the J-1 visa is available at: <https://j1visa.state.gov/>

DS-2019 REQUEST PACKET

EXCHANGE VISITOR INFORMATION

(To be completed by the exchange visitor and returned to hosting university department)

A. EXCHANGE VISITOR'S BIOGRAPHICAL INFORMATION

NAME OF EXCHANGE VISITOR:

Family Name	Given Name	Middle Name
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DATE OF BIRTH: _____ / _____ / _____ GENDER: Female Male
Month Day Year

E-MAIL: _____ PHONE NUMBER: _____

HOME ADDRESS: _____

CITY OF BIRTH: _____ COUNTRY OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____ DEGREE HELD (*if applicable*): _____

COUNTRY OF PERMANENT RESIDENCY: _____ OCCUPATION: _____

HAVE YOU BEEN IN A J-1 STATUS IN THE PAST 24 MONTHS? NO YES (*If yes, please upload a copy of your DS-2019. See page 3 for link to upload*)

B. EXCHANGE VISITOR'S FUNDING INFORMATION

J-1 exchange visitors are required to demonstrate adequate funding per the following minimum amounts:

Scholars - \$1,500 per month of duration of stay.

Plus \$5,200 for spouse

Plus \$3,200 for each child

Study Abroad Exchange Students: \$7,000 per semester

Please enter funding amount (USD) from all source(s) listed below:

Funds from or administered by USU: \$ _____ *Please complete the Foreign National Information Form found at: http://www.controllers.usu.edu/files/Foreign_National_Information_Form_Changes.pdf*

Study Abroad Subsidized Tuition/Fees: \$ _____

Exchange Visitor's Government: \$ _____

Other Organizations: \$ _____

Personal Funds: \$ _____

[Note: Proof of funding must be certified bank statements, financial guarantees, scholarship awards, or sabbatical salary certification/letter. Upload proof of funding (see page 3 for link to upload)]

Upload the following required documents to https://usu.co1.qualtrics.com/jfe/form/SV_0eapZK0wvETZvnv

- Passport of exchange visitor and any dependents
- Proof of funding for exchange visitor and any dependents
- Resumé, CV, or application of exchange visitor
- DS-2019 from prior J-1 status last 24 months (if applicable)

Will your dependents (i.e., spouse and/or children) be accompanying you?

NO YES

If yes, please enter their information below.

DEPENDENTS INFORMATION

Name (Family, Given)	Date of Birth	City of Birth	Country of Birth	Country of Citizenship	Relationship to Scholar

The processing fee of USD 50.00 (each) for dependents is to be paid by the scholar. Click [here](#) to pay.

Arrival services for scholars and dependents are available for a fee of USD 100.00 each. Click [here](#) to pay.

The Office of Global Engagement has apartment supply bins available for purchase. Each bin contains gently used bedding, cooking and eating utensils. Request information upon check in.

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PART 1: HOSTING DEPARTMENT INFORMATION

(To be completed by the hosting department)

DEPARTMENT: _____ UMC _____

RESPONSIBLE FACULTY MEMBER:

Name _____ Title _____ Banner ID _____

Phone _____ E-mail _____

DEPARTMENT BUSINESS MANAGER:

Name _____ Phone _____

EXCHANGE VISITOR'S PROGRAM INFORMATION

NAME OF SCHOLAR: _____ SCHOLAR E-MAIL ADDRESS: _____

DURATION OF PROGRAM:

_____/_____/_____ to _____/_____/_____
Start date (mm/dd/yy) End date (mm/dd/yy)

- Upload Letter of Invitation http://usu.co1.qualtrics.com/jfe/form/SV_0eapZK0wvETZvny (For guidelines for writing a letter of invitation, go to http://globalengagement.usu.edu/files/Letter_of_Invitation_Guidelines.pdf)
- Upload English Proficiency document found at:
http://globalengagement.usu.edu/files/ENGLISH_PROFICIENCY_CERTIFICATION.pdf.
(Not required for native English speakers)

It is the responsibility of the hosting department to see that the exchange visitor, and any family members accompanying him/her, check in with the Office of Global Engagement with three (3) business days of his/her arrival.

RESPONSIBLE FACULTY MEMBER: Please **initial** beside each statement and sign below.

_____ I accept full responsibility for the accuracy of the information provided on this form and for sponsoring the J-1 exchange visitor identified herein. In sponsoring this individual and his/her dependents, I understand I am required to report to the Office of Global Engagement the termination and/or departure of the visitor(s) from the university.

_____ I understand it is the obligation of my department to assure that the exchange visitor, and any family members accompanying him/her check in within three (3) business days of arrival.

_____ I understand it is the obligation of my department to assure that the exchange visitor, and any family members accompanying him/her, are covered by health insurance on or before the arrival date, and documentation of proof is brought to the Office of Global Engagement within three (3) days of arrival.

HEALTH INSURANCE COVERAGE:

- Will** be provided by the department **Will not** be provided by the department

_____ I understand I am responsible for paying a processing fee of \$125 for each J-1 DS-2019 request. Click [here](#) to pay with department p-card.

_____ I understand arrival services will be provided by the Office of Global Engagement, and a \$100 per person fee will be charged for these services, **unless I opt out.**

ARRIVAL SERVICES:

- Yes—I want to purchase these services. Click [here](#) to pay with department p-card.
- No—I opt out of these services.

Arrival Services Fees (Complete packages only)	\$ 100.00
Airport shuttle service from SLC airport to campus	
Welcome package (Includes snacks, USU water bottle, altitude sickness flier, and wifi access instructions)	
Formal welcome by staff	

APPROVED BY::

_____ *Responsible Faculty Member* _____ *Print Name* _____ *Date*

_____ *Hosting Department Head* _____ *Print Name* _____ *Date*

_____ *College Dean or VP* _____ *Print Name* _____ *Date*

FOR USE BY OGE ONLY

OGE Checklist

- Resume, CV or application
- Letter of invitation from Utah State University
- Proof of finances (see Part 1, page 2)
- Copy of passport(s) of exchange visitor and any dependents
- Proof of English proficiency, DS-2019 from prior J-1 status last 24 months (if applicable)
- Link to provide to departments to upload any additional documents:

Responsible Officer/ Alternate Responsible Officer

- Create record profile and DS-2019 in ISSM. Complete as many fields in the Profile tab as possible.
 - If not, please specify the reason the DS-2019 was created in RTI SEVIS
 - Mirror the record in ISSM and suppress
- Check the Open Doors Report field
- Upload documents to ISSM
- E-mail Business Services the DS-2019 Request Packet to assess fee
- Provide Business Services with DS-2019, original letter of invitation, pre-arrival packet for mailing
- Send e-mail communication to faculty sponsor regarding check-in, reporting responsibilities
- Send pre-arrival e-mail to scholar, cc faculty sponsor

Business Services

- Create A#
- Generate Travel Authorization
- Send documents to scholar via eShipGlobal