

Information about the J-1 Exchange Visitor Program at NC State University and DS-2019 Request Form (for NC State hiring departments only) - 2007

Please read the following information carefully before completing the attached Request for Form DS-2019. If after reading these instructions, you have any questions about how to complete the Request Form, please contact the Office of International Services (OIS). Thank you.

What is the J-1 Exchange Visitor Program?

The Exchange Visitor Program is a federal program administered by the Department of State which implements the Mutual Educational and Cultural Exchange Act of 1961. This Act promotes mutual understanding between the peoples of the United States and other countries by means of educational and cultural exchange. The Exchange Visitor Program provides foreign nationals with opportunities to participate in exchange programs in the United States and then return home to share their experiences.

What categories exist for the J-1 Visa program?

This Request Form and information is limited to the Research Scholar, Professor, and Short-Term Research Scholar categories for visitors who will be sponsored by OIS only. OIS also issues DS-2019 forms for J-1 students – please consult the OIS website or other sources for information regarding the student or other categories. The University also has a number of other J-1 Exchange Visitors on campus who have sponsors other than OIS (e.g., Fulbright, Laspau, AIPT, etc.) and they include visiting researchers, students, camp counselors, and trainees.

NC State University is a J-1 Program Sponsor:

The Department of State has designated NC State University as a Program Sponsor, which allows the university to invite international research scholars and faculty to collaborate in the ongoing research and teaching at NC State. The Exchange Visitor Program at NC State is conducted by a Responsible Officer and Alternate Responsible Officers (OIS), who issue visa certificates (Form DS-2019) and assist the Exchange Visitors and the sponsoring university departments in understanding any applicable federal, state, and university regulations or policies. As J-1 Program Sponsors we are also required to provide Exchange Visitors with pre-arrival information, offer orientation, and monitor the activities of our program participants. OIS relies on faculty sponsors and departmental representatives to help with this monitoring requirement.

What is the difference between an employment visa and the exchange visitor program?

It is important to remember that the Exchange Visitor Program at NC State University is not a primary or simply expedient means of employing foreign nationals, but is intended to further the educational, cultural, and research interests of the foreign scholar as well as the university. The information contained herein is written to assist NC State faculty who wish to host visiting research scholars in J-1 status on a temporary basis for both research and intercultural exchange purposes. Please direct all inquiries about permanent positions or employment visas (e.g., H-1B, TN, or green cards) as well as "No-Pay" visitors (B-1/B-2 visa) to the International Employment office in Human Resources. Please direct inquiries regarding international students and applicants to degree programs to OIS and all inquiries regarding non-student international trainees, visitors, or certificate students to the NC Global Training Initiative (GTI).

The Process:

1. The PI and departmental personnel representative complete the attached DS-2019 Request Form and then route the form to the P.I., department head, and dean of the college for signature (**signatures are required**). Personal information must be obtained by the incoming scholar (see Form A - attached) and the appointment information must be collected and entered into the human resources system by the personnel coordinator in the hiring unit
2. Return the completed/signed request form to OIS along with funding information (if funding is from a source other than NC State please attach documentation in English) and a copy of the offer letter (or invitation letter or draft appointment letter) to OIS
3. OIS reviews the request and, if approvable, prepares the visa document (Form DS-2019) electronically using the SEVIS system (a record system and database used by the US Department of Homeland Security, its agencies, and federal partners) and informs the departmental personnel representative that the forms are ready for pick-up
Please allow at least 3-5 business days for processing at OIS and in the SEVIS system
4. The departmental personnel representative picks up the documents at OIS and sends the DS-2019 form, invitation or offer letter, and important pre-arrival information (included with the DS-2019 form from OIS) to the scholar via express mail so s/he can apply for J-1 visa at the US Consulate in their country of residence (see below for additional information about J-1 transfers, extensions, employment, etc.). Departmental personnel should assist with temporary housing, answer questions, etc., during this time
5. When the J-1 scholar arrives on campus, the departmental personnel representative will call OIS (5-2961) to schedule an appointment for a brief (30 minutes) check-in process (the scholar must bring all immigration documents and new US address for SEVIS registration).
6. The OIS advisor that checks-in the scholar will copy and check the scholar's immigration documents, register the scholar's presence in SEVIS, explain critical rights and responsibilities, inform the scholar of benefits and cultural opportunities, answer any questions the scholar may have, and send an email confirmation with employment authorization/restrictions (with temporary ID number if necessary) to the departmental personnel representative for completing the appointment (and back-up documentation for the file)
7. The departmental personnel representative completes the I-9 (and Basic Pilot Program) and the appointment process in the HR system. Questions regarding the appointment process, I-9 and Basic Pilot Program, etc., should be directed to Human Resources
8. Beginning in Summer 2007, OIS and the GTI will begin offering an Optional New Scholar Expanded Orientation (Full day small group orientation about US culture, campus resources, tour of campus and Raleigh, lunch, etc., for an additional charge— please contact OIS or the GTI for more information, costs, dates, additional services, and reservations if you would like to have your new scholar participate in this new service)

* The departmental personnel representative **must** inform OIS if the scholar is delayed in coming, when the scholar leaves, and if the scholar leaves early, requires an extension, will change pay status, will leave for an extended period (30 days or more), will transfer to another site or program, or has any problems that may affect his or her program.

Early Arrivals, Delays, Denials, and "No-Shows"

Exchange Visitors can generally arrive in the US up to 30 days before the stated beginning date of their program with no difficulty, but must be "enrolled" in SEVIS (done shortly after the scholar checks in at OIS) no later than the 30th day after the Begin Date or the SEVIS system automatically inactivates their record. If the scholar is unable to participate in a program at NC State (is denied a visa, decides not to come, etc.) the Department must request the original previously issued DS-2019 from the scholar and return it to the OIS. If there will be a significant delay in arriving (i.e., more than 2 weeks after the beginning date on the DS-2019), please consult with OIS about obtaining a new DS-2019 with a modified begin date. New employment authorization is granted upon the DS-2019 start date or the date they check-in with OIS, whichever is later. If you invited scholar is denied a visa and still wants to come, please have him or her forward the denial letter to OIS.

Please note: Visa processing procedures and security checks at a US Embassy or consulate abroad vary - the Exchange Visitor may experience significant delays in obtaining the US visa and there is no way to expedite the process.

Once the Visitor arrives to the US:

Please schedule an appointment for the J-1 Exchange Visitor to check in with OIS upon arrival at NC State

At check in, an OIS advisor will distribute important arrival and orientation information, a Social Security application (if wages will be earned), and a temporary ID number (if necessary for the appointment in the HR system). The Exchange Visitor will also have the opportunity to review several medical insurance policies which meet the federal requirements specific to J-1 Exchange Visitors (and their dependents in J-2 status) and will be asked to certify that he/she either has or will immediately purchase acceptable insurance for themselves and any dependents. There is no charge for this 30 minute "check-in, but it is required. Please do not send your new scholar

An Exchange Visitor's appointment must not be entered into the Human Resource System until s/he has checked in with OIS.

Department's Responsibilities in assisting Exchange Visitors while in the US:

Housing arrangements, airport pick-up, office or lab set-up, computer access and training, active supervision, helping the visitor open a bank account, obtain a US driver's license (plus car insurance, car registration and tags, discuss how to buy a used car, etc.), school information for children, etc. Prior to arrival, visitors must be advised that it may be 4-8 weeks before they obtain a paycheck (if on NC State payroll), and that they will probably need at least \$3,000 to begin life here. Usual start-up costs include housing (first and last month's rent plus security deposit), food, required health insurance, basic furniture and kitchen utensils, utility deposits, transportation, etc.

New GTI Scholar Orientation Option

Beginning in Summer 2007, J-1 Research Scholars are eligible to participate in an optional day-long extended cultural orientation program offered through the GTI. Departments interested in having their new J-1 scholars participate in this optional one-day orientation (different from New Employee Orientation and the OIS check-in process) should contact the GTI or OIS for more information about dates, reservations, and payment arrangements (this is a service that has been requested and is guaranteed to help your new scholar acclimate quickly here).

Eligibility Requirements

To be eligible to enter the US in J-1 status and conduct research at NC State, J-1 Research Scholars must:

- have completed the minimum of a bachelor's degree before a Form DS-2019 will be issued (Note: overseas students who have not yet completed a bachelors degree and who are interested in doing short-term research on-campus may be eligible to come under the sponsorship of the GTI. Please go to the GTI website for more information <http://www.ncsu.edu/gti>)
- have sufficient funding for themselves and any dependents
- be proficient enough in English so that they can easily live in Raleigh and have a productive research experience
- be directly supervised by an NC State University faculty member
- purchase and maintain health and medical insurance which meets federal requirements for themselves and their dependents
- have as their primary purpose attainable research/teaching goals (opposed to open-ended research, course enrollment, or employment)
- engage in research at NC State University only (unless otherwise authorized in advance by OIS to engage in incidental employment or supervised research pursuant to the original research goals and recommended by the PI)
- be coming to the US from abroad (or, if already in the US, be coming to NC State from another J-1 Program sponsor who is willing to transfer the scholar's program to NC State in order for the scholar to continue and complete the original research objectives in the same field – OIS does not assist those in another nonimmigrant status such as F or H or B who wish to change their status to J-1)
- not have been in J status for a period of six months or more within the preceding two year period (see below)

Time Limits and Bars

Research Scholar (and Professor) categories: 3 week minimum; 5 year maximum (see below for waiting periods for returnees)

Short-Term Research Scholar category: 6 month maximum with no extensions

12-Month Bar to Repeat Participation

Return Visitor time limits: The US Department of State intends for the J-1 Exchange Visitor program to facilitate foreign nationals to experience US culture along with an opportunity to engage in research that will be useful for his or her professional development as well as skills that may be used in the home country. With this in mind, they have published regulations that prohibit anyone who within the previous 12 months has been in J-1 status (in any category other than "Short-term Scholar; e.g., student, trainee, research scholar, au pair, etc.) OR J-2 status from beginning a new program as a J-1 Research Scholar. There is space on Form A-3 of this application for scholars who have been in the US recently in J-1 status to indicate their immigration history.

2-Year Bar to New Program

Return Visitor time limits: Individuals who have been in J-1 status as a Professor or Research Scholar within the previous 24 months (other than as Short-Term Research Scholar category) are ineligible to begin a new program as a Professor or Research Scholar until they have been physically absent from the US for at least 24 months. Short-term Scholars may be permitted to return to the US for the purpose of engaging in NEW research for a maximum of 6 months, but not to repeat the activity or to further/complete a previous activity.

2-Year Home Residency Requirement (HRR)

Exchange Visitors who are financed by either the US government or the government of their country of residence - or who have special skills which are needed in their country of residence as determined by the home country - are not eligible for permanent residence or priority worker

(H-1B) status in the US until they have returned to their country of residence and lived there for a period of two years after their stay in the US as an Exchange Visitor. Neither is it possible for someone with the HRR to change to any other non-immigrant status within the US. A waiver of the HRR, if necessary and/or possible, is the responsibility of the J-1 Exchange Visitor and the OIS is not able to assist in the waiver application process. No extensions or transfers can be granted to the J-1 Exchange Visitor if a waiver of the HRR has been recommended by the Department of State. Wages offered by the department to an Exchange Visitor that have their origin in federal grants or contracts generally awarded to the department or the university are not for this purpose considered government funding. To determine whether or not a particular country has a specific research or teaching area in its skills list, please consult the OIS or the Department of State website.

Family Members

A DS-2019 may be issued for spouse and/or children (children must be under 21) to accompany the Exchange Visitor or to arrive later. An Exchange Visitor's dependents may apply to the US Citizenship and Immigration Services (USCIS) for employment authorization, provided such support will not be used to maintain the J-1 Exchange Visitor. Forms are available online and at OIS. Dependent Family members in J-2 status are not permitted to remain in the US if the J-1 Research Scholar leaves the US for extended periods of time; likewise, family members lose their J-2 status if the J-1 Scholar completes the program, changes nonimmigrant status, or severs the family relationship.

Health/Medical Insurance

J-1 Exchange Program Visitors and all accompanying J-2 dependents are required by federal regulation to have health/medical insurance which meets the minimum requirements:

\$50,000 minimum per accident/illness	\$500 maximum deductible per illness
\$10,000 provision for medical evacuation	\$7,500 maximum repatriation coverage

*The Post Doc Plan at NC State provides all Post Docs this coverage, but it does not automatically extend to accompanying family members. Most US policies and the state employee health plan do **not** cover medical evacuation or repatriation costs so J-1 scholars will still need to purchase supplemental coverage. Scholars who willfully fail to maintain acceptable insurance for themselves and their dependents will have their SEVIS records terminated. More information regarding insurance is provided to scholars at OIS check in or upon request.

Extensions:

The Exchange Visitor's authorized period of stay and subsequent employment authorization can generally be extended by a simple notification procedure in SEVIS **as long as all other requirements and conditions are met**. There are no extensions beyond the six-month period for a Short-Term Scholar or extensions beyond the five-year maximum for Research Scholars. The department should complete and submit to OIS another Request for Form DS-2019 at least 30 days **before** the expiration date as indicated in item 5 of the DS-2019 if the department wishes to extend the scholar's stay to continue and complete the original research goals. OIS will enter the new information in SEVIS and have the J-1 Exchange Visitor sign a new Form DS-2019. The Exchange Visitor has up to **30 days "grace" period** beyond the end date to depart the US or apply for a change of status. No extensions or transfers can be granted if a waiver of the Home Residency Requirement (HRR) has been recommended by the Department of State.

Departures and Early Terminations:

****If a scholar terminates the J-1 program more than 1 month earlier than the end date specified on his/her DS-2019, please notify OIS immediately. We are required to report early terminations in SEVIS.** Please also remind all departing scholars complete and submit the Departure Form on the OIS website before departing NC State.

Transfers:

If an NC State University department wishes to sponsor an Exchange Visitor currently in the US under another J-1 Program Sponsor at another university, the department must complete a Request for Form DS-2019 and submit it (along with a written explanation by the supervisor that the research to be conducted at NC State is directly related to and a continuation of the Scholar's original research goals at the current institution) and photocopies of each of the Exchange Visitor's current (and all previous copies of) the Form DS-2019. The time spent at the previous Program Sponsor counts toward the five year maximum and extensions beyond the five years are not possible. Research activities and employment may not begin at NC State until the former Program Sponsor has "released" the J-1 Exchange Visitor's record in SEVIS to NC State (the J-1 Scholar must initiate the transfer and establish the release date – a J-1 Transfer Form is available from OIS). If a J-1 Visitor is currently at NC State and wishes to transfer to a J-1 program at another university then all work at NC State must cease once the transfer in SEVIS has taken place.

Social Security

Current Social Security regulations require that nonimmigrant applicants for social security numbers have a nonimmigrant status that permits employment AND have a paid employment position (or offer). This means that those in no-pay appointments and are not paid by NC State are not eligible for social security numbers. Because a social security number is extremely useful, many departments have chosen to offer a small stipend to those J-1 Research Scholars who come with their own support. While it is some effort to arrange a modest payment, it is usually of great benefit to the Research Scholar in terms of obtaining a social security card and applying for other benefits. Payments and wages may not always be permitted by a Research Scholar's sponsor, however, and may subject the scholar to tax liabilities so the benefits of even a modest payment should be discussed with the scholar in advance of OIS issuing the DS-2019. A change of pay status in the SEVIS system may be possible after the scholar arrives, but it is always better and easier to initiate employment authorization from the beginning.

Employment, Payroll, & Taxes

A scholar is required to show proof of adequate funding for the entire period of stay to support himself or herself and any accompanying family members. This financial support may be from the US or foreign government, an overseas institution such as a foundation or the Exchange Visitor's employer, personal funds, or earnings from NC State University for research or teaching done here. Any and all employment for Exchange Visitors sponsored by NC State University must be authorized in advance by OIS. This is ordinarily authorized directly on the DS-2019, but on occasion, incidental, new, or additional employment may be authorized (written authorization from OIS is required prior to the activity or payment for activity). Please consult an OIS advisor if there is a change in departmental funding, the visitor is contemplating incidental employment by another unit or institution, an outside organization intends to pay or reimburse the visitor for research activities, etc. Scholars whose sponsors choose to route support through NC State University instead of direct payments must contact Accounting for an "Agency Account." These scholars will not be considered "employees," but "No-pay" visitors and SEVIS will specify the funding source. OIS cannot assist scholars with tax questions, but does arrange an annual tax workshop each March free of charge.

****No tenure-track, clinical, or permanent positions are permitted on the J-1 visa; this is a non-immigrant visa for temporary scholarly research that will provide mutual inter-cultural benefit to both the Exchange Visitor and the academic department.**

Tenure-track, clinical, or long-term professional appointments for internationals are limited to the H-1B visa. Please consult Human Resources for forms, questions, and processes regarding other visa types (H-1B, TN, B-1, O-1, PR, etc).

2007 REQUEST FOR ISSUANCE OF SEVIS FORM DS-2019 FOR FOREIGN ACADEMIC STAFF SEEKING J-1 EXCHANGE VISITOR STATUS

(Form A: to be completed by the Exchange Visitor and submitted to the sponsoring department – do not submit to OIS directly)

Dear Prospective scholar: Please complete all the information below (Form A - 3 pages) and return it to the personnel representative (or faculty supervisor) in the NC State department that will sponsor your visit. **This is not an immigration document. DO NOT submit it to OIS directly or to the US Embassy.** It will not enable you to obtain a visa. Please type or print, and answer all questions in full. For help, go to: <http://www.ncsu.edu/ois>

FORM A – for prospective J-1 Scholars; page A-1

PERSONAL INFORMATION

Family - Last Name(s): <i>(as it appears in the passport)</i>	
First Name:	
Middle Name:	
Date of Birth (Month-Day-Year):	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
City of Birth:	
Country of Birth:	
Country of Citizenship (passport country):	
Country of Permanent Residence:	
Your current occupation:	<input type="checkbox"/> Graduate Student <input type="checkbox"/> Employee (specify):
Name of your Employer/School:	
Type of Employer/School:	
Date awarded bachelor's degree:	
Most recent degree (level & major) earned:	
Thesis Topic/Major/Curriculum/Expertise:	

CONTACT INFORMATION

Full Street Address in Home Country:	
City:	
Province:	
Country and Country Code:	/
Current preferred email address:	
Current telephone (with country/city code):	
Current fax (with country/city code):	
Emergency Contact (name / relationship):	/
Emergency Contact (email / phone):	/

FAMILY INFORMATION

FORM A – for prospective J-1 Scholars; page A-2

(complete this form only if you will be accompanied by a spouse and/or children)

DO YOU INTEND TO BRING YOUR IMMEDIATE FAMILY MEMBERS WITH YOU WHEN YOU ARRIVE? Yes No

Please note: Only a lawful spouse and dependent children under the age of 21 who are not US citizens or lawful permanent residents of the US – and were not born in the US are eligible for J-2 dependent status. Parents, siblings, children over the age of 21, servants, common-law spouses or paramours, same-sex partners, and other friends or relatives are not eligible for J-2 dependent status. It is possible, and sometimes beneficial, for a J-1 Exchange Visitor to arrive alone at first, get settled, set-up an apartment, and then invite family members to arrive later. Others prefer to bring immediate family members with them upon arrival.

For each dependent family member in the US or coming to the US, please provide the following information (additional pages may be used):

NAME OF SPOUSE

(As it appears in the passport) _____ (Family/Last) _____ (First) _____ (Middle)

FEMALE [] DATE OF BIRTH _____ PLACE OF BIRTH _____

MALE [] (Month/Day/Year) (city) (country)

COUNTRY OF CITIZENSHIP _____ COUNTRY OF LEGAL PERMANENT RESIDENCE _____

NAME OF CHILD #1

(As it appears in the passport) _____ (Family/Last) _____ (First) _____ (Middle)

FEMALE [] DATE OF BIRTH _____ PLACE OF BIRTH _____

MALE [] (Month/Day/Year) (city) (country)

COUNTRY OF CITIZENSHIP _____ COUNTRY OF LEGAL PERMANENT RESIDENCE _____

NAME OF CHILD #2

(As it appears in the passport) _____ (Family/Last) _____ (First) _____ (Middle)

FEMALE [] DATE OF BIRTH _____ PLACE OF BIRTH _____

MALE [] (Month/Day/Year) (city) (country)

COUNTRY OF CITIZENSHIP _____ COUNTRY OF LEGAL PERMANENT RESIDENCE _____

NAME OF CHILD #3

(As it appears in the passport) _____ (Family/Last) _____ (First) _____ (Middle)

FEMALE [] DATE OF BIRTH _____ PLACE OF BIRTH _____

MALE [] (Month/Day/Year) (city) (country)

COUNTRY OF CITIZENSHIP _____ COUNTRY OF LEGAL PERMANENT RESIDENCE _____

NAME OF CHILD #4

(As it appears in the passport) _____ (Family/Last) _____ (First) _____ (Middle)

FEMALE [] DATE OF BIRTH _____ PLACE OF BIRTH _____

MALE [] (Month/Day/Year) (city) (country)

COUNTRY OF CITIZENSHIP _____ COUNTRY OF LEGAL PERMANENT RESIDENCE _____

(If you or your family members have been in the US previously, please list on a separate sheet of paper the previous times they were in the US including the dates, visa types and the duration of time in the US.) Those in J-2 status of working age may apply to the US government (USCIS) for employment eligibility after arrival. Please bring copies of all J-2 immigration documents with you when you check in with OIS. J-2 family members are not permitted to remain behind in the US in J-2 status if you abandon or complete your program, change your status, or leave the US for an extended period of time (e.g., more than 30 days). Please contact an OIS advisor for more information.

IMMIGRATION INFORMATION

FORM A – for prospective J-1 Scholars in the US; page A-3
(complete this form only if you are currently in the US; otherwise leave blank)

If you are currently in the U.S. in any nonimmigrant status (e.g., J-1, J-2, F-1, F-2, B-1, B-2, H-4, etc.,) please indicate here: in US Overseas

Please use this box to describe the dates and nonimmigrant status of any and all of your previous stays in the U.S. (If you indicated "in US" above, please list your visa type, dates, duration, purpose, and sponsor - if any – and attach a photocopy of any immigration document [e.g., passport, visa, DS-2019, I-797, I-20, and I-94 card] you may have and indicate any plans you may have for traveling abroad). You may use additional paper if necessary.

Current/Previous Visits in US

	<u>Begin Date</u>	<u>Depart Date</u>	<u>Visa Type</u>	<u>Location</u>	<u>Purpose</u>
1.					
2.					
3.					
4.					

J-1 TRANSFER INFORMATION

(complete this section ONLY if you are currently in the US in J-1 status OR have been in J-1 status within the previous two years)

ARE YOU CURRENTLY IN THE US IN J-1 STATUS AND DESIRE TO TRANSFER TO NC STATE? YES NO

Category: Research Scholar Professor Short-Term Scholar Student Other: _____

Curriculum/Research Area & Code:	
Research Objectives/Focus:	
Current Expiration Date on the DS-2019:	
Date you left/will leave your position:	
Date you started your J-1 program:	
Number of months in J-1 status:	
Current Sponsor (institution on DS-2019):	
Current sponsor department/unit :	
Current J-1 Responsible Officer's name:	
Current J-1 Responsible Officer's email:	
J-1 Responsible Officer's telephone:	
Your current supervisor's (P.I.) name:	
Your current supervisor's (P.I.) email:	
Your current supervisor's (P.I.) telephone:	
NC State department you wish to join:	
Your primary contact at NC State:	
Date you wish to transfer (if eligible):	

(Important: you must attach a photocopy of all your Forms DS-2019 and current I-94 with this form to your departmental contact at NC State). Your current Responsible Officer must not transfer your SEVIS record to NC State until this process is complete and we have authorized the transfer release date.

2007 REQUEST FOR ISSUANCE OF SEVIS FORM DS-2019 FOR FOREIGN ACADEMIC STAFF SEEKING J-1 EXCHANGE VISITOR STATUS

(Form B: to be completed by the sponsoring NC State department only - not the Exchange Visitor)

Department Personnel: Please complete **Form B** (both pages) and return to the Office of International Services (OIS), Box 7222, 320 Daniels Hall along with **Form A (1 to 3 pages)**, which has the prospective scholar's personal, family, and immigration information. You may have the scholar complete Form A or complete it yourself. **These forms not immigration documents**, but are used by OIS to create a SEVIS record. Please print neatly and answer all questions in full. Please refer to the J-1 Exchange Visitor Program description (attached) or contact OIS website (<http://www.ncsu.edu/ois>) for assistance.

DEPARTMENTAL INFORMATION

NAME OF SCHOLAR: _____ HRID #: _____

SPONSORING NC STATE DEP'T: _____ BOX: _____ COLLEGE: _____

THIS REQUEST IS FOR:

- an initial DS-2019 (the scholar is overseas and has not been in J-1 status for at least 24 months)
- an extension of stay (the scholar is currently in your department and needs more time to complete the research)
- amend a previous DS-2019 (the scholar is here, but will change departments at NC State or change pay status)
- a new DS-2019 for a returning J-1 scholar (the scholar was here previously, but is invited to return for new research)
- transfer from other J-1 Program in the US (the scholar is currently in J-1 status elsewhere and will continue his or her program at NC State under NC State supervision; the scholar must supply sponsor information on Form A)

PROPOSED EFFECTIVE DATE _____ PROPOSED END DATE _____
Month/Day/Year *Month/Day/Year*

The proposed effective date (Begin/Hire/Start date) must be at least 30 days into the future from the date of submission to OIS. OIS recommends 1 year maximum initial appointment for scholars whose primary funding source personal funds or is **NOT** NC State. The End Date (of the offer and on the DS-2019) must match the end date in the appointment in the HR system. Any change in begin or end dates, funding, pay status, pay amount, supervisor, residence, or site of research activity must be authorized in SEVIS by OIS before the change is effective.

TITLE/APPOINTMENT TO BE ENTERED INTO THE HUMAN RESOURCES SYSTEM AT NC STATE: _____

- IS THIS A "TEMP POSITION?" YES NO
- IS THIS POSITION FULL-TIME? IF NOT, PLEASE INDICATE FTE: YES NO [FTE: _____]
- IS THIS A PAID POSITION? YES NO
- HAS THE NC STATE DEPARTMENT REVIEWED THE SCHOLAR'S ACADEMIC CREDENTIALS? YES NO
- HAS THE NC STATE DEPARTMENT CONFIRMED THE SCHOLAR'S ENGLISH ABILITY? YES NO
- CAN THIS SCHOLAR COMPLETE THE RESEARCH IN THE TIME ALLOTTED? YES NO
- IS A COPY OF THE (DRAFT) LETTER OF INVITATION, OFFER, OR APPOINTMENT ATTACHED? YES NO
- DOES THE DEPARTMENT WISH TO ENROLL THE SCHOLAR IN THE EXTENDED ORIENTATION? YES NO MAYBE

SITE OF RESEARCH: _____
Room / Lab # Building Street Address City State Zip code
[Please indicate additional sites of activity below or a separate attachment]

DESCRIPTION OF VISITOR'S PRIMARY ACTIVITY OR RESEARCH GOALS AT NC STATE *(Please be specific, but use non-technical English terms):*

FINANCIAL INFORMATION - By federal regulation, Form DS-2019 for foreign nationals and/or their families cannot be issued unless funding for minimum maintenance costs for the full period is documented; i.e., **\$15,000** per year (\$1,250/mo) for the principal visitor, **\$7,200** (\$600/mo) for the spouse and **\$4,000** (\$333/mo) for each child (NB: cost of travel and required insurance are not included in these estimates). *Please attach written documentation of source (in English) and specific amount of funding (in US dollars) if other than NC State, such as a letter on letterhead from sponsor, funding institution, personal bank statements, etc.*

Source of Financial Support	Amount for Period of Stay	Annual or Period?	
<input type="checkbox"/> NC State University Payroll (direct payment or via grant)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> The Exchange Visitor's Government (Attach support letter)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> All Other Organizations (Attach support letter)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Personal Funds (Attach current bank statement in US dollars)	\$ _____	<input type="checkbox"/>	<input type="checkbox"/>

REQUIRED SIGNATURES & COLLEGE CERTIFICATION

The above named Exchange Visitor will be supervised by the NC State faculty sponsor whose signature appears below, and the proposed research (or teaching) activity is both consistent with the objectives of the Exchange Visitor Program and the goals, strengths, and interests of the academic/research department. There will be sufficient resources and oversight in the department to provide adequate supervision, safety, and a satisfactory research experience for the visiting scholar. The department understands and agrees to the requirements listed above and will assist the Exchange Visitor in getting settled in the Raleigh area, will provide appropriate supervision to the Exchange Visitor, and will notify OIS of a possible late arrival, an early termination, changes in payment, or any significant changes or problems in the Exchange Visitor's program. The department is responsible for completing the appropriate employment forms and appointment steps in the HR system.

Required Signatures

Dept. Payroll/ Personnel Rep.	Name (print)	Signature	Date
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	Email	Phone
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Faculty Sponsor (P.I.)	Name (print)	Signature	Date
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	Email	Phone
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	Building/Room#	Fax
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Department Head	Name (print)	Signature	Date
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College Dean	Name (print)	Signature	Date
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(or College's University Business Officer/Finance/Personnel Officer if designated by Dean)

****Please allow at least 3-5 days for DS-2019 Processing at OIS.**

Please attach a copy of the departmental letter of invitation, offer, or appointment.

Incomplete forms will be returned and delay issuance of the DS-2019.

PICK UP INFORMATION (REQUIRED)

Please notify the following when the DS-2019 is ready for pick-up at OIS:

(Name) _____

BY [] PHONE: _____ [] OR E-MAIL: _____

OIS Use Only

Received: _____	Scholar Check-in: _____	Extended Orientation: <input type="checkbox"/> YES <input type="checkbox"/> NO
Reviewed: _____	Program Validation: _____	Orientation Date: _____
Uploaded in SEVIS: _____	Dept e-nive sent: _____	Payment info: _____
Returned from SEVIS: _____	FSA-PSHR update: _____	
Dept notified for p/u: _____	Note: _____	