

DS-2019 REQUEST INSTRUCTIONS FOR J-1 VISITING SCHOLAR

To be Submitted by the Inviting Department

Departmental Information

The exchange visitor program (J-1 visa) is administered by the U.S. Department of State. The educational and cultural exchange program is appropriate for visitors coming to the U.S. for a temporary appointment, 5 years or less, as a professor, researcher, short-term scholar. Scholars should have at least the equivalent of a U.S. Master's degree, or a Bachelor's degree with extensive experience. **The J-1 is not appropriate for a tenure track candidate.**

Health Insurance:

The Department of State requires each J-1 scholar and each J-2 dependent to be covered by insurance at the minimum level shown below for the entire time they are in the U.S. in J-1 status. The scholar must show proof of the insurance upon arrival at UNTHSC and check-in at the International Services Office (ISO). In some cases, proof of insurance may be required before issuing the DS-2019. Failure to comply requires termination of the J status for the scholar and dependents. ISO maintains information from insurance companies which offer appropriate health insurance plans. The minimum requirement set by the Department of State is:

- Medical benefits of at least \$100,000 per accident or illness;
- Repatriation of remains in the amount of \$25,000;
- Expenses associated with medical evacuation of the visitor to his or her home country in the amount of \$50,000;
- A deductible not to exceed \$500 per accident or illness.

The health insurance provided to employees of the University of North Texas Health Science Center does not cover the repatriation and medical evacuation. This must be covered by a separate supplemental policy (ISO has a list of companies that offer this supplemental coverage very inexpensively).

Process:

1. **The inviting department completes all sections of the "DS-2019 Request Form."** All the requested information is necessary to prepare the DS-2019 form.
2. The inviting department submits the DS-2019 Request Form with supporting documents to ISO.
3. ISO reviews the request and issues a DS-2019 for the department to send to the prospective scholar. ISO will enter the necessary information about the scholar and dependents on the SEVIS system when issuing the form. The consulate must be able to read the SEVIS entry before issuing the visa stamp.
4. The scholar pays the SEVIS Fee online at <https://www.fmjfee.com> and prints a receipt.
5. The prospective scholar will present the DS-2019 and SEVIS fee receipt to the appropriate U.S. Consulate in his/her country and request a J-1 visa stamp. This may involve a 4 week security check. Contact our office with any problems.
6. The scholar must enter the U.S. within a time period of 30 days before the begin date. If the scholar cannot enter by that date, ISO must be notified to enter a new entry date on the SEVIS system to keep the J scholar's record valid and facilitate entry.
7. The scholar must check in with ISO upon arrival at UNTHSC if this is not done in time for ISO to validate the SEVIS record inside of 30 days from U.S. entry; the J scholar will become illegal.

SEVIS/J-1 regulations require that ISO enter the arrival or non-arrival information on the SEVIS system for the scholar. If the scholar has not checked in, and his/her arrival information has not been entered by 30 days after the begin date, he/she will show as a no-show on SEVIS which is a serious infraction. *Please ensure that the scholar reports to ISO with immigration documents and proof of adequate health insurance immediately upon arrival.*

To request a DS-2019 for the scholar:

Please return the Request for DS-2019 form and the following documents to the International Services Office, SSC 225. Incomplete applications will be returned. Please address your questions to Leslie Crosdale, 817-735-2780, or email Leslie.Crosdale@unthsc.edu.

- DS-2019 Request Form, signed by all appropriate authorities
- Copy of invitation or offer letter which should include mention of Department of State's insurance requirements
- Financial support documents if non-UNTHSC funded (fax/copy will be accepted)
- Copy of scholar's passport, CV/Resume, English certification (if available)
- Copy of dependents' passports (only if requesting DS-2019 for dependents)
- FedEx approval form (if you wish for the J-1 packet to be sent directly to the exchange visitor in their home country)

Department Responsibility Check List
J-1 Scholars

- Determine department eligibility for scholar.
- Arrange for space for the scholar, and for library access or other campus necessities.
- Apply to International Services Office for DS-2019.
- Mail DS-2019 to scholar or provide signed FedEx form to ISO.

- Arrange for pick-up at airport.
- Assist scholar to find temporary and permanent housing.
- Provide assistance with other settling in matters.

- Notify International Services Office if the scholar will not be able to enter the U.S. by the begin date on the DS-2019. We MUST adjust the SEVIS system to show the new entry date.

- Notify International Student and Scholar Services of the arrival of scholar. Leslie Crosdale - Leslie.Crosdale@unthsc.edu.
- Make appointment for scholar to check in with ISO. Leslie Crosdale - Leslie.Crosdale@unthsc.edu
- Guide scholar to SSC 225. Check in must occur before 30 days after the begin date on the DS-2019.

- If scholar will be employed by UNTHSC, take scholar to Social Security office to apply for Social Security number.

- Complete required employment and insurance forms for Payroll and HR.

- Apply for extension of DS-2019 if scholar needs to extend stay.

- Notify International Services Office when scholar leaves.**

International Services Office
SSC 225
Phone: 817-735-2780
Fax: 817-735-0584

Contact
Leslie Crosdale, Director
Phone: 817-735-2780
Leslie.Crosdale@unthsc.edu
<http://web.unthsc.edu/international>