

# BAYLOR UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION  
International Student and Scholar Services (ISSS)  
One Bear Place #97381  
Waco, Texas 76798  
Tel: (254) 710-1461 Fax: (254) 710-1468

## DEPARTMENT DS-2019 REQUEST FORM

### A CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS

Use this form to request a certificate of eligibility for exchange visitor (J-1) status. Before submitting this form to International Student and Scholar Services (ISSS), the sponsoring department must first complete the [Visiting Scientist/Scholar Agreement](#) (VSA) in the Office of the Vice Provost for Research for **all** international scholars. Only scholars who are under contract with Baylor as a temporary, full-time employee are exempt from this requirement.

Before entering the United States, an exchange visitor must obtain a **J-1** exchange visitor visa from the nearest U. S. embassy or consulate. To obtain the visa, Baylor University must first issue a Certificate of Eligibility for Exchange Visitor (J-1) Status, commonly referred to as **Form DS-2019**.

This request form will provide the necessary department information to issue the DS-2019. Once issued, the sponsoring department will mail the DS-2019 to the scholar. In order to process your request, we must have all of the following before the DS-2019 will be issued; incomplete forms CANNOT be processed:

- ISSS must receive notification that the Baylor's **Visiting Scientist/Scholar Agreement** has been completed, signed and approved (when applicable)
- Department DS-2019 Request Form must be completed and submitted
- Scholar DS-2019 Request Form must be completed and submitted
- Must email ISSS all documents verifying financial support (Baylor's invitation letters if paid by Baylor or all other outside funding sources and amounts)

**Please Note: Departments must complete the Visiting Scientist/Scholar Agreement (when applicable) and receive approval before the DS-2019 will be issued.**

## 6. ACADEMIC PROGRAM INFORMATION

Supervisor in sponsoring department: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Scholar's program dates: \_\_\_\_\_ (mm/dd/yy) to \_\_\_\_\_ (mm/dd/yy)  
(Requested start date) (Departure date)

Field of study, research, or teaching:

Brief description of program:

## 7. APPROVAL SIGNATURES (Click for Instructions to set up electronic account)

Supervisor/s: \_\_\_\_\_

Department Address: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Please note:** Exchange visitors **MUST report** to International Student and Scholar Services upon arrival to copy documents and validate SEVIS record, Poage Library, Rm 208.