

BAYLOR UNIVERSITY

CENTER FOR INTERNATIONAL EDUCATION

International Student and Scholar Services

One Bear Place #97381

Waco, Texas 76798

Tel: (254) 710-1461 Fax: (254) 710-1468

REQUEST FOR Form DS-2019 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. The form should be submitted to International Student and Scholar Services by the requesting department.

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 information to issue the DS-2019. It will be mailed to the exchange visitor as soon as possible.

In order to process your request, we must have the following. Incomplete forms CANNOT be processed.

1. Request for Form DS-2019 filled out completely
2. Invitation letter from the department detailing the visitor's research/work and compensation while at Baylor
3. Proof of financial support (information may be contained in the invitation letter if employed at Baylor)
4. Copies of all past DS-2019 forms (if transferring)
5. Copy of the exchange visitor's passport ID page

NOTA BENE: Department should be in touch with the Payroll Office prior to bringing in ANY international visitor if compensation of any type is involved.

1. BIOGRAPHICAL INFORMATION

(Please provide information as it appears in your passport.)

Surname: _____ Given Name: _____

Male: _____ Female: _____ Date of Birth: _____ Year: _____

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of permanent residence: _____

Position or occupation in home country: _____

Purpose of Request:

Exchange Visitor will be:

- New
- J-1 extension
- J-1 transfer from another institution
- Family DS-2019
- Reinstatement

- Research Scholar
- Short-Term Scholar
- Student
- Specialist
- Trainee

Have you ever held J-1 status before?

No Yes, Entry date: _____ SEVIS #N _____

Entry date: _____ SEVIS #N _____

Entry date: _____ SEVIS #N _____

2. DEPENDENT INFORMATION

****To be completed only if you wish to bring a spouse and/or child to the United States to live with you (not visit). If no dependents will be coming to the United States, leave blank.**

<u>Name</u> (Last, First, Middle)	<u>Date of Birth</u> (mm/dd/yyyy)	<u>Relationship</u>	<u>Gender</u>	<u>Country</u> <u>of Citizenship</u>	<u>City of Birth</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Dependents will: (select one)

- Travel with me (their names will be included in the initial DS-2019)
- Travel separately (will receive a separate DS-2019)
- Travel with me at a later date (will receive a separate DS-2019)

3. DOCUMENTATION OF FINANCIAL SUPPORT

Federal regulations require us to obtain certification that there are adequate financial resources to meet all expenses related to exchange visitor's program.

Identify below each source of funding and the amount of financial support provided during the entire period of stay. For funding sources other than this institution, please provide evidence of support.

Appointed/Salary	Hourly funds paid through Baylor University	
These funds have	have not been received from U.S. gov't for int'l exchange	\$ _____
The Exchange Visitor's government		\$ _____
Personal funds of the visitor		\$ _____
Other sources (specify)		\$ _____

A copy of the evidence of financial support must accompany this form. **Minimum amounts for 12 months' stay are as follows:
Exchange Visitor: **\$12,000** (plus tuition, fees, and books if Exchange student) Spouse: **\$4,500** Other Dependents: **\$3,500**

4. INSURANCE

Baylor University will provide BCBS coverage during stay (if paid through Baylor)

Exchange Visitor's Sponsor/Government (certify)

If you are not paid through Baylor, you must provide proof of sponsored or employer insurance that meets or exceeds Baylor's requirements by your arrival date **OR** purchase the J Scholar insurance on Baylor's Website: <https://www.academichealthplans.com/baylor/Default.asp>.

5. SCHOLAR'S MAILING ADDRESS, TELEPHONE & EMAIL

Provide the exact address to which the DS-2019 should be mailed:

Telephone: _____ Alternate Telephone: _____

E-mail: _____ Alternate E-mail: _____

6. ACADEMIC PROGRAM INFORMATION

Supervisor in host department: _____

Telephone: _____ Fax: _____

E-mail: _____

Scholar's duration of stay: _____ (mm/dd/yy) to _____ (mm/dd/yy)

Field of study, research, or teaching:

Brief description of program:

7. APPROVAL SIGNATURES:

Department Head: _____

Department Address: _____

Department Phone: _____

Budget Head: _____

Supervisor: _____

Date: _____

***Please note: Exchange visitor must report to the office of International Student and Scholar Services, Poage Library, Rm. 208, upon arrival and before going to the offices of Payroll/Benefits/Personnel.**