

## **New/Transfer-in J-1 Scholar Request for DS-2019 EXCHANGE VISITOR Checklist and Questionnaire**

### **STEP 1**

**Complete the J-1 Scholar Exchange Visitor Questionnaire (next page). Please provide an original signature; do not type name on signature line.**

### **STEP 2**

**Along with a completed questionnaire, the following are required of the J-1 applicant:**

- A photograph of the J-1 applicant with name printed on the back of the photograph(s) (for UR immigration file, not the Dept. of State)
- Copy of identity pages of a valid passport for J-1 applicant
- Current curriculum vitae
- Proof of permanent residency if applicant is a citizen of one country but legal permanent resident of another
- Copies of degrees and certificates earned
- People who are not going to be paid by the University of Rochester **MUST** provide proof of funding and it must be:
  - Written in English
  - On letterhead from the funding source
  - Signed by someone with the authority to dispense the funds from the funding organization
  - Include the specific dates of funding coverage
  - Include amount of funding in US dollars
- If transferring to the University of Rochester, provide copies of:
  - Current DS-2019
  - Current I-94 card
  - Current J-1 visa stamp

### **STEP 3**

**Submit questionnaire and other required documentation to the host department at the University of Rochester. The host department will then forward the packet to the ISO. Please note, the ISO cannot begin to process a request for a form DS-2019 if any of the above items are missing.**



**INTERNATIONAL SERVICES OFFICE • UNIVERSITY OF ROCHESTER**

213 Morey Hall, Box 270446, Rochester, NY 14627 • Phone: (585) 275-2866 • Fax: (585) 244-4503  
Email: scholars@iso.rochester.edu • Web: www.iso.rochester.edu

**J-1 Scholar Exchange Visitor Questionnaire**

Please provide answers to each of the following questions. For questions that are not applicable to you, please enter 'n/a'.

1. Name: \_\_\_\_\_  
*surname or family name as on passport/birth reg.                      given name                      middle name*

2. Gender     Male     Female

3. Name of University of Rochester Department where you will be an Exchange Visitor: \_\_\_\_\_

4. Marital status:     Married     Engaged     Not Married

5. Date and place of birth: \_\_\_\_\_  
*month/day/year                      city                      state or province                      country*

6. Country of citizenship: \_\_\_\_\_

7. Country of legal permanent residence if other than country of citizenship (provide proof): \_\_\_\_\_

8. Passport # \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_

9. Current or most recent position, occupation or profession, and name of employer or school, in country of legal permanent residence:

10. Specify degrees held, name of school, country where school is located, and year degrees were awarded:

Degree	Field of Study	Name of School	Country of School	Year Degree Awarded

11. Location of United States Embassy or Consulate at which you will apply for visa (Canadian citizens do not need a visa stamp in passport):  
\_\_\_\_\_

12. **Mailing address** outside the US where a FedEx may be sent, including **telephone** and **fax number** and **e-mail address**:

13. Provide your **foreign residential address, telephone, fax number and/or e-mail address**, if different than mailing address provided above. At least one complete foreign residence address is required; use a relative's address if necessary.

14. Provide a complete **name (and their relationship to you), address, telephone, fax number and/or e-mail address** for a person to contact in case of an emergency:

15. Provide a complete history of your visits to the US for the past six years. List dates of stay and types of visas you used to enter the US. Be sure to include any time spent in the J nonimmigrant status. If you have never been to the US, please write N/A (not applicable.)

Visa type	Arrival date	Departure date

16. Have you ever been in the J-1 or J-2 nonimmigrant status?  Yes  No

If yes, list dates of stay in the United States while in J-1 or J-2 nonimmigrant status and the J category:

- Student   
  Research Scholar   
  Professor   
  Short-term Scholar   
  Trainee  
 Medical Trainee   
  J-2 Dependent   
  Other - specify: \_\_\_\_\_

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

17. Have you ever applied for a waiver of the two-year home residence requirement associated with the J visa?

- Yes     No   
 If yes, was it approved?  Yes     No     Pending

Note: If you were in the US in the J nonimmigrant status sponsored by any organization, in any J category, for six months or more during the last twelve months, the University is prohibited from issuing a DS-2019 certificate for a participant to begin a "new" J program with the University in the category of a professor or research scholar until you have resided outside of the US for twelve months. However, in some circumstances a "transfer" to the University's J Exchange Visitor Program may be possible.

18. Are you physically located in the:  United States  Other Country (please specify: \_\_\_\_\_)

19. If you are currently in the United States, are you requesting:

- A transfer from current J program to the University of Rochester J program  
 A change of nonimmigrant status from \_\_\_\_\_ to \_\_\_\_\_

20. Indicate current nonimmigrant status and expiration date: \_\_\_\_\_  
 (If you are in the United States) status expiration date

21. If you are in the United States, indicate last date of entry and port of entry: \_\_\_\_\_  
*date of entry* *port of entry*

22. Indicate the following relatives who are permanent residents or citizens of the United States:

spouse     parent     child (specify age \_\_\_\_\_)     person you are engaged to be married to

If engaged to a United States citizen, indicate date of the pending marriage: \_\_\_\_\_

23. Have you ever filed, or has anyone ever filed for you, any forms, petitions, applications or labor certification for lawful permanent residence at a US Immigration Office in the US or at a US Embassy or Consulate outside the US?

Yes     No

If yes, please explain:

24. Has any US visa application of any kind filed by you or for you ever been denied?     Yes     No

If yes, please explain:

25. Are you, or any family members who will be accompanying you, in US exclusion or deportation proceedings?     Yes     No

If yes, please explain:

26. Have you or any accompanying family member ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other similar legal action?     Yes     No

If yes, please explain:

37. If you are married, you must check one box. My spouse and/or children (single and under twenty-one years of age):

- will be accompanying me to the University of Rochester and traveling at the same time as me.
- will be accompanying me to the University of Rochester and traveling separately from me.
- will remain outside of the United States.
- currently reside with me in the United States.

If spouse and/or children who are single and under twenty-one years of age will be accompanying you to the University of Rochester, please complete the J-1 Scholar Dependent Questionnaire.

## Funding and Insurance Requirements.

Per ISO policy, **exchange visitors must maintain a minimum of \$2,333 per month** (\$28,000 per year), and an additional \$500 per month for each accompanying dependent. When the funding is questionable, the hiring department will need to guarantee support before ISO will issue a DS-2019. The US Embassy or Consulate will also need to see the funding documents at the time of visa application by the Exchange Visitor.

Will you be paid through the University payroll system?  Yes  No  
If no, how will you be supported during your stay in the US?

**People who are not paid by the University of Rochester MUST provide proof of funding.**

1. Proof of funding must be:
2. Written in English
3. On letterhead from the funding source
4. Signed by someone with the authority to dispense the funds from the funding organization
5. Include the specific dates of funding coverage
6. Include amount of funding in US dollars

**Health insurance-** If not provided as a benefit, you must purchase an individual or family health insurance plan, which is very expensive. Policies must meet or exceed the requirements as set by the U.S. Department of State. Failure to purchase or maintain proper health insurance may be grounds for termination of the J status.

Will you receive health insurance from the University of Rochester as a benefit of your appointment?  Yes  No

**The Exchange Visitor must have enough funding to provide the following for him/herself and all accompanying family members.** Departments are encouraged to work out a realistic budget with Exchange Visitors prior to arrival in the US.

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Housing (\$4,800-9,600 per year)</li> <li>2. Food (\$4,000-6,000 per year)</li> <li>3. Clothing</li> <li>4. Childcare (\$7,800-10,400 per year)</li> <li>5. Travel expenses</li> <li>6. Moving and settlement expenses to Rochester (\$1,000-2,000)</li> </ol> | <ol style="list-style-type: none"> <li>7. Transportation (vehicle, insurance, maintenance)</li> <li>8. Uncovered dental and medical care expenses (prescriptions, contraceptives, doctor visits)</li> <li>9. Utilities – e.g. gas, electric, telephone, internet (\$1,500-2,500 per year)</li> <li>10. Return transportation home</li> <li>11. Other miscellaneous expenses</li> </ol> |
|--|--|

Type of Funds	Amount Per <input type="checkbox"/> Month or <input type="checkbox"/> Year	Name of Funding Source
University of Rochester		
Foreign Employer		
Foreign Government		
International Organization		
Foreign University		
Personal Funds		
Other		
<b>Total Funding = \$</b> _____ <b>from</b> _____ <b>to</b> _____ <small>in US dollars</small> <small>date</small> <small>date</small>		

Is there any other information the University of Rochester needs to know to process your J Exchange Visitor Program request?

**The applicant for The University of Rochester's J Exchange Visitor Program must read and sign the following:**

The information given on this request form is true, correct, and complete according to my best information. Copies of documents submitted are exact photocopies of unaltered documents and I understand that I may be required to submit original documents to an Immigration of Consular official at a later date. I have read the information provided regarding required insurance and funding. I will comply with the J nonimmigrant status regulations and maintain at all times, for myself and any accompanying family members, during my stay in the United States, the required health insurance, medical evacuation insurance and repatriation of remains insurance.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
printed name

**Return this questionnaire to your University of Rochester Host Department**

The host department will forward this form to the International Services Office at the University of Rochester.