



DS-2019 Request Form

Exchange Visitor Biological Information:

Last Name: _____ First Name: _____ Gender: Male Female

Street Address: _____

City: _____ Country: _____ Postal Code: _____ Email: _____

Phone Number: _____ Highest Degree Level Completed: _____

Place of Birth (City, Country): _____ Date of Birth (MM/DD/YYYY): _____

Country of Citizenship: _____ Current Position in Home Country: _____

Exchange Visitor J-1 Program Participation Data:

Select One of the Following:

- New Program: Scholar arriving from abroad.
Transfer: Scholar transferring from another US institution.
Extension: Scholar currently participating in Missouri University of Science and Technology program.

Select One of the Following:

- Research Scholar: Minimum of three weeks, maximum of five years. Extensions can be done up to a maximum of five years if requested and processed prior to end date.
Short Term Scholar: Minimum of one day, maximum of six months. Extensions beyond six months are not permitted.

Prospective Dates of J-1 Program:

When defining exchange visitor program begin date, please consider that visa processing can take approximately 30 days. If Department of State security processing is necessary, a minimum of 90 days could be required. The Office of International and Cultural Affairs advises scholars never to enter into the U.S. after the start date on the DS-2019.

Begin Date of Visit (MM/DD/YYYY): _____ End Date of Visit (MM/DD/YYYY): _____

Missouri S&T Employment Data:

Scholar's Position Title: _____

Description of Scholar Research Responsibilities: _____

Scholar's Academic Advisor: _____



Funding Data:

For visitors who will be employees of Missouri S&T, please submit a copy of a Request to Hire Form approved by the Provost. Attach original documentation demonstrating that the scholar is supported by his home institution or scholarship. Source and amount of financial support for the entire period of visit must be stated. At a minimum, \$1,200 per month funding is required for the scholar, with an additional \$3,000 per year for a spouse and \$1,500 per year per child.

Source: Amount (in USD\$):
Employee of Missouri University of Science and Technology
US Government(Please Specify):
Government of Scholar's Origin
Personal Funds (Must Provide Original Bank Statement)
Other (Please Specify):

Exchange Visitor Dependent Data:

Last Name: First Name: Relationship:
Date of Birth: Place of Birth: Country of Citizenship:
(Repeat for multiple dependents)

Attach separate paper to submit information on additional dependents.

Mandatory Insurance Requirements:

The U.S. Department of State requires all J-1 participants to enroll in medical insurance programs at the coverage required by the U.S Department of State. The enrollment must be effective from the beginning of their program until the end of their program for themselves and all accompanying dependents. There can be no breaks in coverage as this will result in a violation to immigration status. For more information about insurance options, please contact Insurance Services in 104 Norwood Hall, by phone at extension 6875, or by email at iainsure@mst.edu.

Mailing Information:

Select One of the Following:
United States Postal Service:
UPS Account Number:
Fed Ex Account Number:
Other (Please Specify):

Please send completed form and supporting documents to the Office of International and Cultural Affairs in 103 Norwood Hall



Departmental Responsibility Form

Exchange Visitor (EV) Bio Data: Last Name: First Name: Gender: Male Female

Sponsoring Academic Department Responsibilities:

Provide completed DS-2019 Request Form to the Office of International & Cultural Affairs with the following:

- Department invitation letter to the prospective scholar
Exchange visitor resume
Original financial support letter from any third party sponsor or departmental funding letter or prospective scholar's personal financial statement
Copy of Request to Hire Form ONLY if Missouri S&T provides funding
Copy of this form, with requested signatures
If department is paying English language testing fee, copy of journal entry with MOcode
Copy of Certification of English Language Proficiency Form along with required attachments of that form.

Sponsoring Academic Department Action Responsibilities:

- Verify the scholar has checked in with the Office of International & Cultural Affairs so that the J-1 scholar's arrival can be validated in SEVIS. This action is essential for the scholar's valid immigration status.
The host department must notify the Office of International & Cultural Affairs of any changes to the exchange visitor's J-1 program, including but not limited to program activity, non-paid/paid appointment, financial support, site of activity, early completion or termination of J-1 program.
Ensure that the faculty host will be in Rolla at the time of the visitor's arrival.
Ensure that the faculty host will be available to work with the visitor during the visitor's stay, as necessary.
Arrange transportation for scholar to/from airport, shopping, Social Security Office, Department of Motor Vehicles, etc. Assist scholar in finding temporary/permanent housing.
Initiate PeopleSoft ID and Missouri S&T email account
Monitor scholar's compliance with immigration regulations that require scholar and dependent(s) to have health insurance meeting Department of State requirements.

Sponsoring Academic Department Contact Information:

Academic Department to be listed on DS-2019:
Academic Department Address:
Department Chair Name:
*Department Chair Signature: Date:
Research Center Affiliation:
Administrative Contact Name: E-mail: Phone:
Faculty Sponsor Name: E-mail: Phone:
*Faculty Signature: Date:

*With the signature above, I confirm that I have read this document in its entirety and that the purpose of the EV's program at S&T meets the intent of the requested J-1 program category, and that the program is conducted on the Missouri S&T campus.
*I understand that the documents that I submit as part of the J-1 exchange visitor request packet will be made available to the Department of State in the event of audit or request.

Office of International & Cultural Affairs Responsibilities:

- Receive DS-2019 Request Form and other required documents, determine eligibility to issue DS-2019.
Process DS-2019.
Send DS-2019 and J-1 packet to prospective scholar.
Send copy of waybill and J-1 faculty packet to sponsoring department.
Check in scholar upon arrival.
Ensure scholar has enrolled and paid for English language training, if necessary.
Validate SEVIS record upon scholar check-in.
Conduct J-1 scholar orientation.
Ensure J-1/J-2 exchange visitor and dependents have met mandatory health insurance requirements.

Information that may be Helpful in Hosting your Visiting Scholar:

- 1. Airport Shuttle Transportation Service - USA Express - www.usaxonline.com - 573-368-4656
2. Department of Motor Vehicles - http://local.dmv.org/missouri/phelps-county/rolla/dmv-office-locations.php - 573-364-7848
3. Social Security Office - https://secure.ssa.gov/ICON/main.jsp - 573-551-2056
4. Chamber of Commerce (Other community & business resources) - www.rollachamber.org - 573-364-3577

The Department of State (DOS) now requires scholars to have “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.11(a)(2)] DOS states that this measure was prompted because it found that “too many exchange visitors lack sufficient English proficiency to perform their jobs or complete their academic programs; to navigate daily life in the U.S.; to read and comprehend program materials; to understand fully their responsibilities, rights and protections; and to know how to obtain assistance, if necessary.” [79 FR 602994, 60301]

Part 1: Sponsoring Academic Department/Prospective Scholar Information – (to be completed by faculty sponsor)

Exchange Visitor’s Last Name: _____

First Name: _____

Department Name: _____

Sponsoring Faculty Name: _____

Part 2: English Language Certification

Please check the one of the following options to indicate how the department has certified English proficiency for the prospective exchange visitor AND include appropriate supporting documentation:

- Certification of the TOEFL/IELTS language test: *(please submit copy of official test report)*
 - The test must have been taken within the past 2 years
 - TOEFL score must be 57 (iBT) or higher
 - IELTS overall band score of 5.5 or higher

Intermediate Level or above:

TOEFL: 57/ IELTS: 5.5

Requirement: Oral English Communication training. 4 hours per week - \$1,040 per 16 weeks; a minimum of 8 weeks may be allowed.

Advanced Level:

TOEFL: 79 or above/IELTS: 6.0 or higher

Requirement: Applicant is considered proficient enough to fully participate in an exchange program at Missouri S&T

- Certification by the Applied Language Institute: (Completed by ALI evaluator)
 - Assessment Fee: \$130.00 – payment is required prior to interview
 - Passport Copy

Part 3: Results of English Language Certification Interview – (results will be sent from ALI to sponsoring department and OICA)

Interview was conducted:

- By Videoconferencing (via Skype)
- In Person

Results of the assessment determined the following:

I certify that I have interviewed the prospective exchange visitor and I have determined that:

- The prospective exchange visitor** demonstrated English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis.
- The prospective exchange visitor** demonstrated a minimal level of English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis. The prospective exchange visitor is required to take an oral communication course upon arrival to Missouri S&T. The course is 16 weeks long, 4 hours per week. The tuition is \$1,040. A minimum of 8 weeks may be allowed. Attendance is monitored.
- The prospective exchange visitor** did not demonstrate English language proficiency sufficient to participate in an exchange program at Missouri S&T and to function on a daily basis.

Evaluator Name: _____

Date of Interview: _____

Duration of Interview: _____

Signature of Evaluator: _____

These results and/or any other documents related to the objective measurement of the prospective scholar's English language proficiency will be made available to Department of Homeland Security in the event of an audit or request.

Section 212(e) Certification

**To be completed by a first time J-1 scholar upon arrival and check-in, or
by J-1 scholar seeking transfer or extension before the issuance of
DS-2019**

I am a J-1 exchange visitor. An academic department at Missouri S&T has requested my initial participation at Missouri S&T, to transfer my program activity to Missouri S&T, or to extend my current J-1 status at Missouri S&T.

As documented on my passport or US visa;

- I am not subject to Section 212(e), the two-year home country physical presence requirement. Please sign and date this form and provide it to the Missouri S&T Office of International & Cultural Affairs.
- I am subject to Section 212(e), the two-year home country physical presence requirement.
- If subject to Section 212(e), I understand that I am ineligible for an extension of my J-1 status once I have made application for a waiver of Section 212(e) or the Department of State (DOS) has issued a letter of "no objection". I may fulfill the terms of my current program only. Furthermore, I understand that the Responsible Officer of an exchange program is not authorized to issue an extension in this situation.
 - If the DOS or the U.S. Citizenship and Immigration Service (USCIS) denies my waiver application, I understand that I may remain in valid J-1 status (provided no violations have occurred), and any transfers and extensions may be processed in the usual manner.
 - I understand that providing false or misleading information is grounds for denial of a waiver application, extension, or continuation in program status.

If subject to Section 212(e) check the appropriate box below:

- I have not made an application for waiver of Section 212(e).
- I have made an application for waiver of Section 212(e). Date of application _____
- I have made an application of waiver of Section 212(e), but have not received a letter or "no objection" from the DOS.
- I have received a letter of "no objection" from the DOS and I am waiting for a response from the USCIS (attach a copy of the DOS letter and/or USCIS receipt notice).
- I have been granted a waiver to Section 212(e) by the USCIS (attach a copy of the Notice of Action).
- I have applied for and been denied a waiver by DOS or USCIS.

Last Name (as listed in passport): _____ First Name: _____

Signature: _____ Date: _____