

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: +1 (585) 275-2866 • Fax: +1 (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**:

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

Type of Funds	Amount Per		Name of Funding Source
	<input type="checkbox"/> Month or	<input type="checkbox"/> Year	
University of Rochester			
Foreign Employer			
Foreign Government			
International Organization			
Foreign University			
Personal Funds			
Other			
Total Funding = \$ _____ from _____ to _____ <small style="display: flex; justify-content: space-around;"> in US dollars date 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.