

Auburn University
International Student and Scholar Services

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DS-2019 REQUEST FORM for J-1 VISITING STUDENTS

International Student and Scholar Services (ISSS) is responsible for administering the Exchange Visitor Program at Auburn University, and for approving and signing all documentation connected with the Exchange Visitor Program.

Hosting a visiting international student in your department for the purpose of enrolling in a non-degree seeking program makes you a participant in the Department of State's Exchange Visitor Program at Auburn University. The visiting student will receive what is known as a J-1 non-immigrant classification from the U.S. government. **Please read the following information before completing the attached DS-2019 Request Form.**

Overview of J-1 Visa

The J-1 visa is for individuals who are coming to the U.S. for a program in full course of study, non-degree seeking. ISSS at Auburn University authorizes documents only for visiting students, professors, research scholars, short-term scholars, specialists and student interns. The SEVIS DS-2019 is the document issued by ISSS to any person approved by Auburn University for a J-1 program. This DS-2019 Request Form for J-1 Students is for applicants that are visiting, non-degree seeking students.

It is important to note that the J program is a temporary program and that J visa holders should have no immigrant intent.

The J Exchange Visitor classification authorized by I.N.A. § 101(a)(15)(J) was developed to implement the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961 [Public Law 87-256, as amended, 22 U.S.C. § 2451, et seq.]. The overall purpose of that Act and the objective of the Exchange Visitor classification is "to increase the mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges." The Department of State issues J visas and establishes and administers the federal regulations and policies governing the J Exchange Visitor Program.

Within the Auburn University J Exchange Visitor Program, the Department and/or Faculty Host agrees to:

- *Support their J scholar or J student in their scholarship and study and to adhere to Department of State regulations for the J Exchange Visitor Program as well as all applicable Auburn University polices;*
- *Ensure that J visitors obtain their required health insurance through the Office of International Programs or provide OIP with evidence for a waiver;*
- *Ensure that the J exchange visitor takes part in cultural activities and events sponsored by the Faculty Host, department, college, University, the Graduate School, or the Office of International Programs;*
- *Abide by Graduate School and Office of the Vice President for Research policies and procedures for mentoring J students and J scholars as graduate students or post-doctoral scholars; and*
- *Coordinate with departmental and college research/graduate education committees to
 - Ensure reporting to University or program/student sponsors as required,
 - monitoring of workload and workhour assignments to meet University employee policies for reasonableness and equity, and
 - monitoring of the research laboratory environment for appropriateness and safetyWith any issues being addressed through departmental, college, or University processes as facilitated by department chairs and committees that oversee graduate education and hosting of scholars.*

Eligibility Requirements for All J-1 Exchange Visitors

There are a few basic requirements for all J-1 Students:

- 1). Intent to pursue a full course of study
- 2). Intent to return to home country after completion of program (as determined by consular officer)
- 3). Must have sufficient funding for program
- 4). Must be officially admitted to AU or selected for a 1:1 exchange program
- 5). Adequate English proficiency (as determined by the host department)

The Two-Year Home Residency Requirement

Upon completion of an Exchange Visitor Program in the United States, certain J-1 Exchange Visitors are required to live in their home country for a period of two years before they are eligible to apply for an H visa, K visa, L visa or permanent resident status. The two-year home country residence requirement applies to those exchange visitors who (1) are financially supported by the U.S. government or their home government; or (2) have skills which are needed in their home country, as specified on the U.S. Department of State Skills List. To review the U.S. Department of State Skills List, please go to this website: <http://travel.state.gov/content/visas/english/study-exchange/exchange/exchange-visitor-skills-list.html>. The purpose of the home country residence requirement is to enforce the return of exchange visitors in order to carry out the educational objectives of the program. Waivers of the residence requirement can be granted under certain circumstances, but such waivers are difficult to obtain. Subjectivity to the two-year home country residence requirement is noted on the bottom of the DS-2019 form or the J-1 visa.

SEVIS Fee and Visa Fees

Prospective J-1 students are required to pay certain fees, described below, in order to obtain the J-1 visa and enter the United States.

SEVIS Fee: The Department of Homeland Security charges all new J-1 students a \$180.00 fee to cover the costs of the Student and Exchange Visitor Information System (SEVIS), a central database that manages information related to visitors' immigration status while in the United States. ISSS will provide J-1 students with instructions on how to pay the SEVIS fee once the DS-2019 has been processed.

Visa Fee: In addition to the SEVIS fee, the prospective J-1 student must pay certain visa fees. Please see the Department of State website for more information on fee amounts: <http://travel.state.gov/content/visas/english/fees/fees-visa-services.html>. Once the visa is issued, the student may have to pay a further visa issuance reciprocity fee, if applicable. Prospective J-1 students can consult the following website to determine if they must pay a visa issuance reciprocity fee and the fee amount: <http://travel.state.gov/content/visas/english/fees/reciprocity-by-country.html>. J-1 students should consult the website of the particular embassy or consulate where they plan to apply for their J-1 visa for information on how to pay their visa fees: <http://www.usembassy.gov/>.

Health Insurance Requirement

All J-1 students/scholars as well as accompanying dependents **are required** to:

- participate in the AU Group Health Insurance Plan,
- Be responsible for insurance costs upon arrival into the U.S. Estimated cost of insurance, \$170 per month per person, is not included in your living or tuition expenses(Please see [Insurance Enrollment and Waiver Procedures](#) for enrollment terms dates.
- Maintain insurance during their duration of stay inside the U.S.

This insurance policy provides health care coverage while the student/scholar is in the United States. The Group Health Insurance Plan is provided by United Healthcare Student Resources of Saint Petersburg, FL. For general information regarding the health insurance plan we provide, please go to this website: <http://www.auburn.edu/academic/international/iss/insurance/>. For specific questions you may send an email to insurance@auburn.edu. **DO NOT purchase other health insurance plans** from your government or private insurance providers; otherwise you will be responsible for paying for two insurance policies.

Canadian citizens must pay the SEVIS fee, but are not required to obtain a J-1 entry visa.

Application Process

Step 1: Instructions for the J-1 Applicant

The J-1 student should complete Sections 1, 2, and 3 of the DS-2019 Application and sign the statement at the end of Section 3.

In addition to Sections 1, 2, and 3 of this form, the J-1 application should submit the materials listed at the end of Section 3 to his/her host department.

Step 2: Instructions for the Department

After receiving all documents for the J-1 student, the department should complete Section 4 and submit the entire application for authorization signatures. This form should be signed by the hosting faculty member, the Department Chair, and the Dean. The application must be complete and attached with all required supplemental materials. Any incomplete applications will be sent back to the hosting faculty member for completion.

Step 3: International Student and Scholar Services

After receiving all documents from the J-1 student and department, ISSS will process the DS-2019 forms for the J-1 students and any accompanying J-2 dependents in SEVIS (Student and Exchange Visitor Information System).

Once the DS-2019 forms are processed, the J-1 student will receive an email which will contain their SEVIS ID number, Auburn University's program number, and general information (paying the SEVIS fee, obtaining the J-1 visa, travel to the U.S., etc.). The hosting faculty member will also receive an email which indicates that the DS-2019 forms are ready to be picked up at the OIP Front Desk (main desk in Foy Hall lobby). It will be the hosting faculty member's responsibility to ship the documents to the J-1 applicant.

Processing Time: Allow at least 10-14 business days for ISSS to prepare all documents. Overall processing time for the student to obtain a J-1 visa and arrive in the U.S. is a minimum of at least 8 weeks (more if there are delays due to random background checks).

If Currently in the United States

Current Immigration Status: _____ Expiration Date of Current Status: _____

Document which shows your status (Please provide copy): I-797 Approval Notice DS-2019 I-20 I-94

If currently in J-1 Status, which category are you? (Please provide a copy of current DS-2019):

Professor Research Scholar Short-Term Scholar Student/Intern Specialist Other

Start date of current J-1 Status: _____ through: _____

Program Sponsor (name/program number found on line 2 of DS-2019): _____

If in J visa status, have you applied for a waiver of 212(e), the 2 year home residency requirement? Yes No

If you have applied for the waiver, has it been approved? Yes No (If yes, please include a copy of waiver)

Section 2: Financial Information

Please enter any and all sources of funding and the amount of finances available to support your study, living expenses and health insurance while at Auburn University.

If funds are from an organization, grant or government support, please include a copy of any letters of award or sponsorship. If your support will come from personal or parent funds, please include a bank statement that is less than 12 months old.

Listed below are the estimated costs that are required depending on the type of program you will be engaged in while attending Auburn University:

Type of Program	Tuition/Fees	Living Expenses	Health Insurance	Total
Undergraduate (per semester)	\$14,020	\$4,930	\$1,050	\$20,000
Graduate (per semester)	\$14,011	\$4,930	\$1,050	\$19,991
1:1 Exchange Student (per semester)	\$0*	\$4,930	\$1,050	\$5,980

*Note: 1:1 Exchange Students have already paid tuition at their home institution and therefore are not required to pay tuition at Auburn University.

Financial Support for Dependents: To bring a spouse or children you must show financial support. The minimum support for a spouse is \$400 per month and \$350 per month, per child.

Sources of Funds	Name of Source of Funding	Amount (In US Dollars)
Auburn University		\$
International Organization		\$
Exchange Visitor Gov't		\$
Other Organization		\$
Personal Funds		\$

Section 3: Dependent Family Information

If you require visa documents for your spouse or children, please complete this section.

Important Notes:

- DS-2019 documents can be issued only to dependent spouses and to unmarried, dependent children under 21 years of age. Married children and children over 21 years old cannot be issued a DS-2019 and cannot hold J-2 status.

Spouse's Information

Full Name (as in passport): _____
Last/Family Name First/Given Name Middle Name (if any)

Date of Birth: _____ Gender: Male Female

Place of Birth: _____ : _____ : _____
City Province/Territory Country

Citizenship and Residence: _____ : _____
Country of Citizenship Country of Permanent Residence

Email: _____

1st Child's Information

Full Name (as in passport): _____
Last/Family Name First/Given Name Middle Name (if any)

Date of Birth: _____ Gender: Male Female

Place of Birth: _____ : _____ : _____
City Province/Territory Country

Citizenship and Residence: _____ : _____
Country of Citizenship Country of Permanent Residence

Email: _____

2nd Child's Information

Full Name (as in passport): _____
Last/Family Name First/Given Name Middle Name (if any)

Date of Birth: _____ Gender: Male Female

Place of Birth: _____ : _____ : _____
City Province/Territory Country

Citizenship and Residence: _____ : _____
Country of Citizenship Country of Permanent Residence

Email: _____

Note: For additional children, please copy this section and submit as a separate page with the above requested information.

Required Documentation to be Submitted with this Form

Copy/Scan of Passport Identification Pages (for yourself and any accompanying dependents)

Copy/Scan of Proof of Financial Support or Bank Statement

If already in the U.S., also include the following:

Copy/Scan of current/most recent Visa Stamp and I-94 (for yourself and any accompanying dependents)

Copy/Scan of current/previous DS-2019's, I-20's, I-797 Approval Notices (for yourself and any accompanying dependents)

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Section 4 to be completed by AU Hosting Department. Be sure to type or print clearly.

Section 4: Departmental Information and Approval

Name of Prospective Student: _____

Dates of Intended Sponsorship: _____ through _____

Category: Student Bachelor's Student Master's Student Doctorate Student Non-Degree

Indicate field in which student will study at Auburn University: _____

AU Department: _____

J-1 Host's Name: _____

Email: _____ Phone Number: _____

Department Address: _____

By signing below, we attest that we will comply with the following responsibilities in hosting a J-1 student:

- 1). The department and college agree to host the student included on this form as a J-1 Exchange Visitor.
- 2). The department will have the J-1 Exchange Visitor (and any accompanying dependents) make an appointment to check in with ISSS once the student arrives so that ISSS can fulfill SEVIS reporting requirements.
- 3). If the student decides to not come the AU or will be delayed in arriving, the department will inform ISSS as soon as possible.
- 4). Upon completion of the student's appointment, the department will make sure that the student checks-out with ISSS prior to the departure date.
- 5). The department understands that all J-1 students and their J-2 dependents are required by Auburn University and the U.S. Department of States to be covered by health insurance which is provided by ISSS.

Failure of the Faculty Host to adhere to these guidelines, or the creation of a serious problem or controversy that has the potential for or that could be expected to bring the Department of State's J Exchange Visitor Program into notoriety or disrepute, may result in the loss of the privilege of hosting J students and scholars at Auburn University.

Required Signatures:

Hosting Faculty Member: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____

English Proficiency Form for J-1 Students International Student and Scholar Services Auburn University

To be completed by AU Hosting Department. Please type or print clearly.

The U.S. Department of State now requires all incoming J exchange visitors to verify their English proficiency in order to “successfully participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.11 (a)(2)].

The AU hosting departments must determine that prospective exchange visitors possess sufficient proficiency in the English language as determined by an objective measurement. Verification of English proficiency can be done through a recognized English Language test (TOEFL, IELTS, etc.), signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsoring department. Some incoming students may be exempt from the English proficiency assessment requirement, please see the list of exempt countries on the next page.

Please choose one:

<input type="checkbox"/>	TOEFL, IELTS, etc. – please attach results*
<input type="checkbox"/>	English Language proficiency verified during interview conducted by AU inviting department, see the English Proficiency Interview section below.
<input type="checkbox"/>	The incoming exchange visitor is exempt from the language requirement. – please attach copy of diploma or letter*

English Language Proficiency Interview

Name of Prospective Student: _____

AU Department: _____

Interviewer: _____ Date of Interview: _____

Title of Interviewer: _____

The Interviewer is: a representative of the department the exchange visitor’s supervisor

The interview was conducted: via videoconference by telephone in person

Suggested Interview Questions

- 1). Describe how your past experiences, training and language study have prepared you to operate in an English-speaking environment.
- 2). What do you expect to learn about American culture and society during your time in the U.S. at Auburn University?
- 3). What skills and knowledge do you expect to gain while at Auburn University?
- 4). How will this exchange meet your program or academic goals?

Proficiency Rating

Listening/Understanding:	Excellent	Good	Adequate	Poor
Speaking:	Excellent	Good	Adequate	Poor

I have determined that the potential student has adequate English language skills to enable him/her to successfully participate in the program and function independently in the community.

Interviewer Signature: _____ Date: _____

Exemptions from English Language Proficiency Requirement

- 1). Individuals who have received a degree from an accredited institution in the U.S. or a nationally recognized university in one of the countries on the subsequent list do not need to submit an English proficiency exam or participate in an English language proficiency interview. Please provide a copy of the diploma*
- 2). Subject to approval by ISSS, a letter from an academic institution or English language school outside the U.S. may fulfill the English language proficiency requirement provided that:
 - The letter describes the writer's familiarity with the exchange visitor's English ability;
 - Attests that English is the language of instruction of the school.
- 3). Students who are citizens of any of the countries on the list below are not required to take an English proficiency exam or complete the English language proficiency interview:

Anguilla Antigua and Barbuda Australia Bahamas Barbados Belize Bermuda Botswana British Virgin Islands Cameroon Canada (not Quebec) Cayman Islands Dominica England Fiji Gambia Ghana Gibraltar	Grenada Guyana Ireland, Northern Ireland, Republic of Jamaica Kenya Lesotho Liberia Malawi Malta Mauritius Montserrat Namibia New Zealand Nigeria Papua New Guinea Saint Kitts and Nevis Saint Lucia	Saint Vincent and the Grenadines Scotland Seychelles Sierra Leone Singapore Soloman Islands South Africa Swaziland Tanzania Tonga Turks and Caicos Islands Trinidad and Tobago Uganda United Kingdom Vanuatu Wales Zambia Zimbabwe
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