

# Initial Request for a DS 2019 form for a Research Scholar, Short-Term Scholar, or Visiting Professor

SUBMIT COMPLETED FORM TO OFFICE OF INTERNATIONAL PROGRAMS, ROOM 300 STRONG HALL

Visitor's Name: \_\_\_\_\_ Male Female  
EXACTLY as in passport : SURNAME/Family Name(s) Given name(s) middle name(s)

Date of Birth: \_\_\_\_-\_\_\_\_-\_\_\_\_ Birth Place: \_\_\_\_\_  
mo. day year city country

Citizen of: \_\_\_\_\_ (country) Legal permanent resident of: \_\_\_\_\_ (country)

Position in home country: UG Student Grad Student University Teaching Staff or Researcher Other \_\_\_\_\_

Address where will be working (usually the KU hiring department's address): \_\_\_\_\_  
\_\_\_\_\_

**Purpose of DS-2019:**

- Begin a new program without any dependents – **Make sure 12 month bar AND 2 year repeat bar (described on back) do not apply.**
- Begin a new program with \_\_\_\_\_ immediate family members – Make sure 12 month bar (described on back) does not apply.

	Surname	Given Name	Date of Birth	City, Country of Birth	Gender	Relationship	Nationality
1.	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____

- Transfer from another J-1 program.** Attach copies of all previous DS-2019's. Time spent under previous J-1 program will count toward the five year maximum stay. The current sponsor must agree to "release" the individual before he/she can transfer to KU's J-1 program. They will need our Program Number that is P-1-00099. Expected release date \_\_\_\_\_

Beginning and ending dates of KU program: \_\_\_\_-\_\_\_\_-\_\_\_\_ to: \_\_\_\_-\_\_\_\_-\_\_\_\_ Requested category:  research scholar (3 wks-5 yrs)  
mo. day year mo. day year  short-term scholar (1 day-6 mo)  
 professor (3 wks – 5 yrs)

Visitor's primary activity while at KU (e.g., Teaching in Ecology or Research in Geology) \_\_\_\_\_

Has visitor ever been at KU before? Briefly explain: \_\_\_\_\_

Has visitor even had a J-1 visa before? \_\_\_\_\_ If "yes", what category? \_\_\_\_\_

If visitor has had a previous J-1 visa, please provide dates of most recent J-1: \_\_\_\_\_

**FINANCIAL VERIFICATION** Please check and complete the following as appropriate. Give the total estimated financial support to be provided to the visitor for the entire period covered by the DS-2019. **ATTACH APPROPRIATE VERIFICATION. Proof of finances must be attached, e.g., bank statement or letter from sponsoring organization. Failure to do so will delay the preparation process. A signature from the department will suffice as verification if funding is from the University of Kansas.**

- The University of Kansas:**  Full Time position  Part time position  
Amount of funding: \_\_\_\_\_ Funds provided by: \_\_\_\_\_ (department/school)  
Signature of Dept \_\_\_\_\_ Name \_\_\_\_\_ Phone \_\_\_\_\_
- U.S. Government Agency:** (Do not include money received through an U.S. government grant if the funds are not specifically earmarked for this individual)  
Amount of funding: \_\_\_\_\_ Source of funding: \_\_\_\_\_  
name of agency
- The Exchange Visitor's government:**  
Amount of funding: \_\_\_\_\_
- The binational Commission of the visitor's country:**  
Amount of funding: \_\_\_\_\_
- All other organizations providing support:**  
Amount of funding: \_\_\_\_\_ Source of funding: \_\_\_\_\_  
name of organization
- Personal Funds:**  
Amount of funding: \_\_\_\_\_

Reminders: All J-1 exchange visitors are required by federal law to carry health insurance throughout their program (details on reverse side) and to possess sufficient proficiency in the English language to participate in his or her program. All fields must be complete in order to process this request. Send or fax completed form to IP (address and number below). By signing below I have read and understand the information on the following page including the fact that scholars and professors CANNOT be in a tenure-track position.

\_\_\_\_\_  
Signature of KU faculty or staff person requesting Form DS-2019 Department \_\_\_\_\_

Name Printed \_\_\_\_\_ Date \_\_\_\_\_ Telephone \_\_\_\_\_

Email address \_\_\_\_\_

## REQUEST TIME FRAME/PROCEDURE

Departments, please request the DS-2019 *no less than two months prior* to the beginning date of the J-1 program. IP needs one week to prepare the form. The DS-2019 will be returned to the person requesting the form to send it to the visitor via FedEx. The visitor will take the DS-2019 to a U.S. Embassy or Consulate to apply for a J-1 visa. Please have the visitor report (with all travel documents) to Int'l Programs (300 Strong) within 15 days of the start date on the DS-2019 for SEVIS reporting purposes.

## FINANCIAL RESPONSIBILITIES

U.S. law requires visitors show they have enough finances to support themselves and dependents at poverty guidelines; however, IP HIGHLY recommends the visitor have substantially more finances to avoid living at poverty level.

## HEALTH INSURANCE

Health and accident insurance is REQUIRED by federal law for all J-1 Exchange Visitors and their J-2 dependents during the period of time that an exchange visitor participates in his/her program. An exchange visitor who willfully fails to maintain the insurance coverage shall be subject to termination from the Exchange Visitor program. A more detailed explanation is available in ISSS and on our office's website. At a minimum, the insurance coverage shall include:

\*Medical benefits of at least \$50,000 per person per accident or illness;

\*Repatriation of remains in the amount of \$7,500;

\*Expenses associated with medical evacuation in the amount of \$10,000; and

\*A deductible not to exceed \$500 per accident or illness.

## TWO YEAR HOME RESIDENCY REQUIREMENT

Some J-1 exchange visitors are subject to this requirement and some are not. Exchange visitors receiving direct funding from the U.S. government or their home government will be subject. There is also a Skills List, established between our government and the exchange visitor's home government. Visitors researching or teaching in a skill area on the list for their country will be subject to the requirement. Those individuals who are subject must return home for two years before they can apply for permanent residence, H or L status in the United States. Waivers of this requirement are few, difficult and time-consuming.

## CATEGORY ELIGIBILITY/DEFINITIONS

The appointment shall be temporary, even if the position itself is permanent. The individual shall not be a candidate for a tenure-track position. In general, the U.S. Department of State views a Master's Degree, or a Bachelor's with extensive experience in the relevant field, as adequate documentation for bona fide research scholar/professor status.

Professor – *primarily* teaching, lecturing, observing, or consulting at KU but may also conduct some research at KU.

Research or Short Term Scholar – *primarily* conducting research, observing or consulting on research at KU but may also lecture some at KU.

## OCCASIONAL LECTURES OR CONSULTATIONS

Occasional lectures and short-term consultations may be permitted if allowed by the sponsoring department. The lectures and consultations MUST be directly related and incidental to the visitor's primary program activity. They also cannot delay the completion date of the visitor's program. The visitor needs to receive permission in writing from the Visiting Scholar Coordinator PRIOR to commencing the lectures or consultations.

## CHANGE OF CATEGORY or EMPLOYER/DEPARTMENT

On the initial DS-2019 a program objective/primary program activity is listed in item #4. Deviation from the original program objective is NEXT TO IMPOSSIBLE. Persons wanting to continue as a student should consult with a KU ISSS advisor. Often leaving the U.S. and re-entering as a student is the best option. People can change employers/departments as long as they continue to pursue the original program objective stated in #4 of the DS-2019. If changing employers/sponsors, a new DS-2019 will need to be processed. Employment outside of the field listed in item #4 is NOT allowed.

## MINIMUM DURATION OF STAY

All professors and research scholars have a minimum participation period in the United States of three weeks. *Short-term* scholars have a minimum required stay of one day and maximum of six months in the United States.

## PROGRAM EXTENSIONS

J-1 Research Scholars and Professors are allowed a maximum stay of five years, assuming J-1 status is maintained. An extension of program (within the five year period) cannot be granted if a waiver of the two year home residency requirement has been received.

## TWELVE MONTH BAR

If the visitor spends more than six months in the U.S. in any J-1 category other than short-term scholar, he will not be eligible to return to the U.S. as a J-1 Research Scholar or Professor within the twelve month period following his departure.

## TWO YEAR BAR ON REPEAT PARTICIPATION

If the visitor has previously been in the U.S. as a J-1 Professor or Research Scholar, he will not be eligible to return in either of those categories for a period of two years. This does not apply to Short Term Scholars.

## DURATION OF STATUS

All J-1 exchange visitors should be admitted to the United States for duration of status – meaning they don't have a specific departure date on their I-94, but rather "D/S". J-1 visitors with "D/S" may stay in the U.S. as long as they are maintaining their J-1 status; however, the time period is not to exceed the maximum time allowed for a J-1 visitor.

## DEPARTURES

Any time an exchange visitor completes his/her program more than 30 days prior to the completion date on the DS-2019, Int'l Programs should be notified. Exchange visitors have 30 days to depart the U.S. after completion of their J-1 program.