**Auburn University**

**Office of International Education**

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**How to Request a DS-2019 Form for International Student**

The office of International Education (OIE) 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 an international visitor in your department for the purpose of teaching and/or research or pursuit of an academic course of study makes you a participant in the Department of State’s “Exchange Visitor Program” at Auburn University. Participants (called “Exchange Visitors”) receive what is known as a “J-1 non-immigrant classification” from the U.S. government. Even though the purpose of the Exchange Visitor Program is to promote educational and culture exchange, the participants may receive salaries and other funding from Auburn University. **Please read the following before completing the attached “DS-2019 Request Form.”**

1. **Definition of the Exchange Visitor Status**

The Exchange Visitor Program brings qualified students, professors, research scholars, specialists, and short-term scholars to the United States for a variety of educational purposes. The Exchange Visitor is under the sponsorship of an agency, institution, or organization that has been approved by the Department of State (DOS).

1. **Eligibility Requirements – Issuing Form DS-2019 and obtaining the J-1 Visa**

Prior to issuing the DS-2019 form, it must be verified that the prospective exchange visitor:

* 1. Is eligible, qualified and accepted for the program in which s/he will participate
	2. Possesses English language proficiency
	3. Possesses adequate resources (for self/dependents) to complete program
	4. Has substantial funding from any source other than personal or family funds

The OIE will issue a Form DS-2019 (Certificate of Eligibility for Exchange Visitor Status) **within ten business days** of receipt by our office of a completed DS-2019 Request Form signed by the requesting Auburn University faculty/supervisor. A copy of the request form and instructions for completion are attached.

The official DS-2019 form and pre-arrival information will be available for pick up from OIE on the tenth business day. The department should then forward all materials to the international visitor. When the visitor receives the form, s/he should follow the instructions attached to the new DS-2019 form for entering the United States. If the request if for an extension, the exchange visitor will be notified to pick up the new form.

1. **Definition of Exchange Visitor “Student” Category**

Exchange Visitor students must be admitted to a degree program at an accredited educational institution for a full course of study or be engaged full time in a non-degree prescribed course of study. By definition, students may be enrolled in a degree program, English language training and other non-degree study preparatory to entrance into a degree program or some other non-degree program with a predetermined educational objective.

1. **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 H-1b, L or immigrant 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 Exchange Visitor Skills List. The purpose of the home country resident 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.

1. **Change of Educational Objective/Exchange Visitor Category**

A J-1 student is not allowed to change his/her educational objectives in the United States. Therefore, the student cannot change from one J-1 category to another, e.g. from student to professor/researcher. Changes in educational objective and category are only possible if “very unusual and extenuating circumstances exist” which requires special approval. A student may change degree objective (with sponsor approval) as long as the degree remains in the same field of study and does not reflect a change in educational objective.

1. **Employment**

Employment is any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, or for any other benefit. Employment for students is limited to 20 hours per week while school is in session unless special circumstances exist particular to the type of employment that the student is engaged. There are two categories of employment:

1. **Student Employment** including employment required by a scholarship, fellowship, or assistantship; on-campus jobs unrelated to study and off-campus jobs, necessary because of serious, urgent, and unforeseen economic cirucumstances and authorized by the Responsible Officer
2. **Academic Training** which is employment in the student’s field of study authorized by the Responsible Officer

Exchange Visitor (J-1) student should not assume they can work. Consultation with the Responsible Officer should always occur prior to commencement of work to secure proper authorization.

**DS-2019 REQUEST FORM for J-1 STUDENTS**

**Auburn University**

**General Instructions:**

1. The request form must be completed by the sponsoring department, NOT the exchange visitor
2. All parts of the form must be complete; incomplete forms will be returned
3. Application for admission to Auburn University must be submitted prior to this request
4. Attach evidence of financial support if other than Auburn University
5. Attach Curriculum Vitae and copies of Passport (including for dependents)
6. The completed request will be processed within **ten working days** of receipt in the OIE

**Part 1: Purpose of this form: (check one)**

[ ]  1. Begin a new program, accompanied by  family members

[ ]  2. Extension of current program at Auburn University

[ ]  3. Transfer to Auburn University’s program: attach copies of all DS-2019’s and I-94 (front and back)
 Beginning date of initial program: // (mm/dd/yyyy)

[ ]  4. Replace a lost form; amend a previous form

[ ]  5. Enable immediate family members to enter the U.S. separately

**Part 2: Biographical & Demographic Data**

|  |  |  |
| --- | --- | --- |
| a.  |  |  |
|  Family Name/ Surname Given Name/First Name Middle Name |
| b. [ ]  Male [ ]  Female |
| c. Born // in |  |  |
|  mm dd yyyy City Country |
| d. Citizen of  |  | Legal Permanent Resident of  |  |
|  Country Country |
| e. Position in Home Country: |  |
| *Please be as specific as possible including job title and name of employer. If a student, specify if MS or Ph.D.* |
| f. Address in Home Country: |  |
| City |  | State/Province  |
| Country |  | Postal Code  |
| g. Email Address |  |

**Part 3: Department Information**

|  |  |
| --- | --- |
| a. Department |  |
| b. Hosting Faculty |  |
| c. Address |  |
| d. Telephone |  |
| e. Email |  |
| f. In which campus building(s) will this person work? |  |
| g. Is the proposed EV related to the hosting faculty member? | **[ ]** Yes [ ]  No |
| *Note: Hosting of family members, relatives, or fiancés, etc. should be carefully reviewed by the department chair to ensure compliance with AU HR personnel policies.* |

**Part 4: Length of Appointment:**

Beginning date: // End date: //

 (mm/dd/yyyy)

**Part 5: Category**

The category is not necessarily the exchange visitor’s current position in home country. See definitions of categories in part C of the instructions for assistance.

[ ]  Student Bachelors [ ]  Student Masters [ ]  Student Doctorate [ ]  Student Non-degree

|  |
| --- |
| Indicate field and describe the activity in which the exchange visitor will engage: |
| Field: |  | Subfield category: |  |
|  e.g. Chemistry e.g. Inorganic, Organic, Analytical Chemistry |

**Part 6: Financial Data**

The minimum support for a single student is $2,988/month, plus $500/month for spouse and $264/month per child. **If support is not from Auburn University attach documentation in English with amounts in US Dollars.**

|  |  |  |  |
| --- | --- | --- | --- |
| *Estimated cost for* ***12 months****:* |  | Auburn University |  |
| Tuition/Fees | $18,426 | U.S. Gov’t Agency |  |
| Living Expenses | $16,225 | International Organization |  |
| Medical Insurance | $1,200 | Exchange Visitor’s Gov’t |  |
| Total Needed | **$35,851** | Other organization |  |
|  |  | Personal Funds |  |
|  |  | **Total Funding** |  |

**Part 7: Dependent Data**

If family member(s) will accompany the Exchange Visitor, please complete the following information for EACH dependent. Please attach a separate sheet if there is more than one dependent. Include copy of biographical information page of passport for each family member.

|  |  |  |  |
| --- | --- | --- | --- |
| a. Family Name/Surname |       | Given Name/First Name |       |
| b. Date of Birth      /     /      (mm/dd/yyyy) |
| c. [ ]  Male [ ]  Female |
| d. City of Birth |       |
| e. Country of Birth |       |
| f. Country of Citizenship |       |
| g. Country of Legal Permanent Residence |       |
| h. [ ]  Spouse [ ]  Child |  |

**NOTE:** If the family will travel to the United States separately from the Exchange Visitor, it is the responsibility of the Exchange Visitor to request a separate DS-2019 from OIE once s/he is in the United States.

**Part 8: Important Understandings**

1. Exchange Visitor will work under the direction of
 Name of Host Phone #
2. [ ]  The Department understands that all Exchange Visitors are required by the Department of State to be covered by health Insurance. All Exchange Visitors in Auburn University’s J-1 Program and their accompanying dependents must be covered under a health insurance policy that meets the minimum standard approved by AU Board of Trustees. We further understand that failure to comply with this requirement may result in cancellation of the visitor’s J-1 status.
3. [ ]  The Department understands that the Exchange Visitor is required to engage in a full course of study unless specific circumstances exist and are approved by the Responsible Officer.
4. [ ]  The Department verifies that all information listed on the request is accurate.

**Host Faculty Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department Chair Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research/Facility
Security Officer Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Updated 28 Jan 09