



## INTERNATIONAL PROGRAMS OFFICE

### DEPARTMENT GUIDE FOR OBTAINING A DS-2019 FOR J-1 EXCHANGE SCHOLARS TO BEGIN A NEW PROGRAM

The sponsoring department must determine whether the scholar will be classified as an employee or non-employee. Non-employee refers to any scholar whose funding is not paid through ASU Human Resources, such as a scholar using personal funds, or being paid by ASU as an independent contractor.

1. Email the Exchange Scholar Data Sheet (fillable word doc) to the scholar to obtain needed information and documentation.
2. Email the Exchange Scholar Health Insurance Compliance Form to the scholar.
3. Gather all needed supporting documentation:
  1. proof of funding:

For a non-employee; (a personal bank statement or award letter and/or a memo from the department detailing all financial support or reimbursement to be provided to the scholar through the department).

For an employee; (the offer letter or a letter from department/unit head detailing financial support).
  2. copy of waiver of recruitment (if hired on a waiver)
  3. copy of vacancy announcement and job# (if hired through an open search)
  4. copy of passport (photo and biographical information pages only)
  5. curriculum vitae
  6. Exchange Scholar Data Sheet and, if applicable, Dependent Data Sheet
  7. Exchange Scholar Health Insurance Compliance Form
4. Complete and forward the DS-2019 Application to the International Programs Office with supporting documentation (see #3).

## DEPARTMENT GUIDE FOR OBTAINING A DS-2019 FOR J-1 EXCHANGE SCHOLARS

If the purpose of the request is to begin a new J-1 program, the application should be submitted to the IPO at least two months before the requested start date. In most cases this will ensure that the prospective exchange scholar has sufficient time to obtain a visa abroad and arrange for travel before the start date.

The Department of State believes that J-1 visas are handled in a sufficiently expedited manner and they have cautioned sponsors against issuing DS-2019's too far in advance of the start date. A DS-2019 Application should not be filed more than four months prior to the requested start date unless you are able to articulate the need for an earlier issuance. If you believe there is a need to issue the DS-2019 more than four months before the requested start date, please call the International Programs Office prior to sending the application to discuss the relative circumstances.

5. The IPO issues the DS-2019 and ASU ID# (unless scholar was previously issued an ASU ID#) and then notifies the sponsoring department. **To avoid duplicate ID's, do not send the HPR to HR before the IPO notifies you that they have issued the ASU ID#.**
6. The Department sends the DS-2019 to the scholar so that he or she can apply for a J-1 visa.
7. The IPO initiates computer services for the scholar.
8. The Department completes the admission process for the scholar by completing the hiring paperwork. **Department must include ASU ID# on all hiring paperwork to avoid issuance of duplicate ID# by HR. Be sure to write "J-1" in the visa box of the HPR.**
9. Upon arrival, the scholar should report to the host department first and then to the IPO for immigration orientation. The scholar can then activate computer services from any campus computer.

## **DEPARTMENT GUIDE FOR OBTAINING A DS-2019 FOR J-1 EXCHANGE SCHOLARS**

### **STEPS FOR EXTENDING THE STAY OF A J-1 EXCHANGE SCHOLAR**

When Considering An Extension, The Department Should:

- Remind the Exchange scholar of the health insurance requirement and ensure that he/she is prepared to purchase extended health insurance for him/herself and all dependents for the duration of the program;
- Ensure that the Exchange scholar has adequate financial resources to sustain him/herself and family members for the duration of the program (if self-funded);
- Instruct the Exchange scholar to submit all requested documentation needed for inclusion with the extension request 30 days prior to the expiration date on his/her current Form DS-2019;
- Clarify and finalize all details of the appointment with the Exchange scholar in writing;
- Insure that the Exchange scholar's I-9 and W-4 Forms are updated if needed;

Please Note: The maximum length of stay for an exchange scholar in a Research Scholar or Visiting Professor category is currently three years, although in the near future it will be increased to five years. The maximum length of stay for an exchange scholar in the Short-Term Scholar category is six months. Please do not request an extension of stay if the Exchange scholar has already reached the maximum length of stay for his/her category without first consulting the IPO.

Submitting the request for an extension

In order to extend the stay of a J-1 Exchange Scholar, the department must submit an application requesting such an extension to the International Programs Office (IPO).

All documentation should be submitted to the IPO at least 30 days prior to the expiration date on the applicant's current Form DS-2019.

- Complete a new DS-2019 application form

## **DEPARTMENT GUIDE FOR OBTAINING A DS-2019 FOR J-1 EXCHANGE SCHOLARS**

The department must provide the following supporting documents and information with the DS-2019 application:

1. evidence of funding for the period of the extension,
2. proof of continuing medical insurance,
3. current local address and whether any J-2 dependents are currently in the U.S.  
(enter this information into section 10 of the DS-2019 Application Form)

The DS-2019 will not be issued until all documentation has been received.

Upon receipt of a completed application form and supporting documentation from the department, the IPO will normally be able to issue an extension Form DS-2019 to the Exchange scholar within 3-5 business days. The IPO will review with the scholar issues regarding visa extensions, travel outside the US, etc. when they pick up their new document.

Please remember to keep the IPO up to date on any changes in the status of the Exchange Scholar. Notify the IPO immediately if the scholar departs from the program prior to the expiration date of the appointment.

### **DEPARTMENT RESPONSIBILITIES**

#### **MONITORING THE EXCHANGE SCHOLAR'S PROGRAM:**

The sponsoring department contact is the primary link between ASU and the Exchange Scholar and is therefore logically the primary conduit for information needed by the IPO to help insure that the scholar experiences a trouble free visit to ASU.

It is the department contact's responsibility to establish and maintain a dialog with the scholar from the time the DS-2019 application is submitted to the end of the scholar's program. This running dialog is crucial to ensuring a smooth transition through each phase of the scholar's process.

## **DEPARTMENT GUIDE FOR OBTAINING A DS-2019 FOR J-1 EXCHANGE SCHOLARS**

The IPO will establish the ASU ID Number and computer services through Affiliate. The department should make sure the scholar has access to all other necessary and appropriate department and ASU services.

Upon arrival at ASU, the scholar should be directed to the IPO so that we can validate their program in the Department of Homeland Security, Student and Exchange scholar database (SEVIS). The database will automatically change their J1 status to "No Show" if they have not been validated by IPO within 30 days of the program begin date.

It is the department's responsibility to ensure that the scholar is following his/her stated program objective and to keep the IPO informed of any change in the scholar's program.

Relevant changes include:

- Information received, after the DS-2019 Application has been submitted, that the scholar will not be able to come to ASU.
- Information received regarding a delay in the arrival of the scholar to begin a new program.
- A change in source of funding. For example, a scholar may come to ASU on his/her own funds and later become an employee.
- A change in salary. The salary should be set and funding must be in place prior to submitting the DS-2019 Application to the IPO. Only in absolutely unavoidable circumstances can a salary reduction change be made after the DS-2019 has been issued and sent to the scholar. The appropriate time to implement a change would be when the department decides to request an extension of the scholar's program period.
- A change in supervisor.
- A change in program site of activity or adding an additional program site of activity.
- A change in department. This is only allowed if the program objective remains the same and the scholar maintains adequate funding.

## DEPARTMENT GUIDE FOR OBTAINING A DS-2019 FOR J-1 EXCHANGE SCHOLARS

- A change in program end date. If the scholar completes or ends his/her program more than 30 days early, the IPO must report this in SEVIS.
- Enrollment in an ASU course. The scholar must have departmental approval to take a class. With approval, he/she may take up to 6 credit hours of non-degree course-work. An approval letter on department letterhead must be submitted to the IPO prior to enrollment. The IPO will provide a permission letter for the scholar to submit to the Graduate College. The Graduate College will not enroll the scholar without the IPO permission letter.
- Payment to lecture outside of ASU. The scholar must present to the department a letter of invitation from the host institution detailing their offer to the scholar and payment and/or reimbursement arrangements. If the department approves of the invitation, an approval letter on department letterhead must be submitted to the IPO with a copy of the letter of invitation prior to the lecture date. The IPO will provide the scholar with a letter authorizing payment by the host institution which is to be submitted to the host institution's international office.
- A break in active program participation (absence) of more than 30 days.

### REMINDER

The department must refer the scholar to the IPO immediately after the scholar arrives at ASU. Validation of exchange scholars in the SEVIS computer system **MUST** be done no later than thirty days following the Program Begin date of the scholar's program or the SEVIS system will automatically Invalidate or Terminate the SEVIS record.