

## INSTRUCTIONS FOR COMPLETING A DS-2019 APPLICATION FORM FOR AN EXCHANGE SCHOLAR (ES)

### GENERAL INFORMATION

- **Dates** Please enter all dates as month/day/year 00/00/0000
- **Processing time:** The average processing time for a Form DS-2019 to begin a new J-1 program is currently 3-5 business days from date of receipt, provided the application form is filled out completely and all required supporting documents are submitted.

**New Program** - If the purpose of the request will be to begin a new J-1 program the DS-2019 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.

**Extensions** - take less than one week from the date of submission of a complete application form. Insurance for the exchange scholar must be extended before we will extend the DS-2019. See document "Steps For Extending The Stay Of A J1 Exchange scholar".

#### Transfer In -

- **Funding:** See section 8 of instructions. For an initial DS-2019 for an employee the salary should be set and funding should be in place before submitting the application. Only in absolutely unavoidable circumstances can any change in salary be made after the DS-2019 has been sent to the exchange scholar.
- **Supporting documents:** Include the following supporting documentation with a request for the initial (New Program) DS-2019.
  1. proof of funding: (also required for extensions and transfers)
  2. for a non-employee (e.g. personal bank letter or award letter and/or a memo from the department detailing all financial support or reimbursement to be provided to the exchange scholar through the department).
  3. For an employee (e.g. offer letter or letter from department/unit head).
  4. copy of waiver of recruitment (if hired on a waiver) or copy of vacancy announcement and job# (if hired through an open search) (also required for transfers)
  5. copy of passport (photo and biographical information pages only)
  6. curriculum vitae (also required for transfers)
  7. EV data sheet and, if applicable, dependent data sheet (also required for transfers)
  8. Health insurance compliance form (also required for transfers)

### DS-2019 APPLICATION

#### Section 1. Department Information

Department: Means the name of the requesting unit (e.g. department, school, center).

ASU Mail Code: Means the four digit campus mail code of the requesting department

### Section 1. Department Information (continued)

**Contact:** Means the name of the department employee who will coordinate with the IPO

**Email:** Means the ASU email address of the department contact

**Contact Phone:** Means the business phone number for the department contact

**Fax:** Means the business fax number for the department contact

**Faculty Supervisor:** Means the faculty member who will supervise the scholar

**Supervisor Phone:** Means the telephone # at which the faculty supervisor can be contacted

### Section 2. Signature Authority

**Department Head:** Means the name of the individual (e.g. chair or director) with ultimate authority for the requesting unit (e.g. department, school, center) or the person designated by the department head in writing as having the authority and accepting responsibility for information submitted to the International Programs Office (IPO) in requesting issuance of Form DS-2019. The Department Head must forward a memorandum to the Director of International Programs stating the name, ASU position title and time period of delegated signatory authority for each person to whom he/she has delegated this authority. That memorandum shall contain the sample signature of the named designee and will remain on file at the (IPO) through the period of delegated authority.

**Title:** Means the official ASU position title of the person signing as department head.

**Signature:** Means the signature of the person listed on the DS-2019 Application as department head.

**Date:** Means the date the application for issuance of form DS-2019 is signed.

**Phone:** Means the business telephone number of the person signing the DS-2019 Application as department head.

### Note.

The person signing the DS-2019 application form as department head is confirming (1) that department screening of the subject of this application has established that the program is suitable to the proposed exchange scholar's background, needs, and experience, (2) that the exchange scholar possesses sufficient proficiency in the English language to participate in his or her program and (3) if the exchange scholar is to be paid from ASU funds, that funding is available for the duration of the requested program period. (4) He/she is further agreeing to ensure that the activity in which the exchange scholar engages is consistent with the category and activity listed on the application.

### Section 3. Exchange scholar (ES) Information

Information for section 3 that is not available on the passport should be obtained through use of the Exchange scholar Data Sheet which we have provided to you for this purpose.

**Names:** Names must be entered as they appear on the passport.

**Country of citizenship:** Means country issuing passport that will be used for travel to U.S.

**Country of legal permanent residence:** Means the country in which the (ES) maintains his/her primary residence.

**City of birth:** Means the name of the city, nearest town or city, or region in which the (ES) was born.

**Country of birth:** Means the name by which the region in which the (ES) was born was known at the time of his/her birth.

**Date of birth:** Means the date of birth as shown on the passport

**Gender:** Enter the gender of the scholar

**Occupation in home country:** Means the ES's current occupation and means of support.

**Home Institution / Employer:** Means the name of the ES's current employer.

### Section 3. Exchange scholar (ES) Information (continued)

**Home Institution / Employer Category:** (eg: university, hospital, public/private company, government).

**Highest Degree Earned:** Means the highest educational degree the EV has achieved to date.

**Grad Student:** Is the (ES) Currently a Graduate Student: Select Yes or No.

### Section 4. Purpose of DS-2019

Select and check only one purpose

If the purpose selected is Transfer of Program, complete the current institution and current institution contact information fields also.

### Section 5. Program

**Program Dates:** Means the period of time you want the exchange scholar to be here up to a one year maximum. Extensions of the initial period may be requested in increments of up to one year subject to the same funding and insurance requirements as the initial request. To be eligible for an extension, the EV must be pursuing the original program objective.

**Status at Arizona State University:** Means the Exchange scholar category under which the DS-2019 Application is being submitted. Check only one.

1. **A Research Scholar** is an individual primarily conducting research, observing or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. The maximum length of stay is 3 years (an additional 6 month extension may be possible if it is critical to the project). (This visa category may NOT to be used for permanent research positions. Other, more appropriate visa categories are available. Consult the (IPO) for more information.)

2. **A Professor** is an individual primarily engaged in teaching, lecturing, observing or consulting at post-secondary accredited institutions, museums, libraries or similar types of institutions. A Professor may also conduct research. The maximum length of stay is 3 years (an additional 6 month extension may be possible if it is critical to the project). By federal regulations, this visa category may NOT to be used for tenure-track positions.

3. **A Short-Term Scholar** is defined as a professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary educational institutions, or similar types of institutions. There is no minimum stay for this category, however, six months is the maximum allowable stay and no extension beyond six months is permitted.

4. **A Specialist** is defined as an individual who is an expert in a field of specialized knowledge or skill coming to the United States to observe consult or demonstrate special skills. The exchange of specialists promotes mutual enrichment and furthers linkages among scientific institutions, government agencies, museums, corporations, libraries, and similar types of institutions. This category is intended for exchanges with experts in areas such as mass media communication, environmental science, youth

leadership, international educational exchange, museum exhibitions, labor law, public administration, and library science. The length of stay may not exceed one year. No extension of stay beyond one year is permitted. The Specialist may not fill a permanent or long term position of employment in the US.

**General Field of Study:** Means the general field of study in which the (ES) will participate while at ASU.

**Specific Field:** Means the specific field of study in which the (ES) will participate while at ASU.

Description of Program: Means a one or two sentence layman's summary of the type of activities in which the (ES) will engage and the objective to be achieved.

#### **Section 6. Site(s) of Activity**

**Sponsoring Department / Unit:** Means the ASU department and unit providing the primary work site for the (ES).

**Other On-Campus Location:** Means any other ASU department/unit providing workspace for the ES's use in pursuing the stated program objective. Provide the commonly accepted name for this location and the campus mail code for the location.

**Off-Campus Location:** Means any off-campus site at which the (ES) may be provided work space to pursue his/her stated program objective. Provide the name and phone number for a contact at this site as well as the name of the facility and the physical address of the facility.

#### **Section 7. Immigration Data**

The information requested in this section will be provided by the exchange scholar. We have provided to you the Exchange Scholar Data Sheet which you may transmit to the (ES) to assist you in obtaining the necessary information for this section. The Exchange Scholar Data Sheet is to be submitted as a supporting document with the DS-2019 application.

#### **Section 8. Funding**

The minimum amount of funding required for support of an exchange scholar at ASU is \$1200 per month for each month or partial month of program time requested on the DS-2019 Application.

If family members are noted in Section 9 of the DS-2019 Application, additional funding of \$350 per month or partial month for a spouse and \$200 per month or partial month for each child must be established.

Mark the checkbox corresponding to each source of funding being committed to the (ES's) program and enter the total US dollar amount being committed from each checked source for the duration of the requested program period. Attach supporting documentation for each checked source of funding to the DS-2019 Application (see supporting documents).

#### **Sections 9(a) and 9(b). Dependents**

The information requested in these sections will be provided to you by the exchange scholar. We have provided to you the Exchange Scholar Data Sheet which you may transmit to the (ES) to assist you in obtaining the necessary information for this section. The returned ES Data Sheet is to be submitted as a supporting document with the DS-2019 application.

**Section 10. NOTES – COMMENTS - EXPLANATIONS (please reference applicable section No.)**

Enter any information you believe necessary to explain or clarify information provided in the DS-2019 Application Form. Please refer to the section number and be as specific as possible.