



Instructions for Completing the DS-2019 Request Form

This form provides guidance on how to complete the DS-2019 Request Form and provides a list of supplemental documents required for successful submission of the DS-2019 application. If you have further questions, please call an Oldenberg J-1 Exchange Visitor Advisor at (909) 621-1018 or email us at Oldenberg@pomona.edu.

Section A: Purpose of the DS-2019

Begin New Program or change visa to J-1: Applies to a prospective Exchange Visitor (EV) coming from abroad or someone already in the U.S. on another non-immigrant visa to whom a Pomona College (PO) department offers an opportunity to study, teach, conduct research/collaborate on a project. Change of visa status requires additional forms; please consult with Oldenberg. If family members¹ will enter the U.S. with the EV, indicate the number and complete *Section G, Dependent Information* on the request form.

Transfer of J-1 status to PO from another U.S. institution: This enables an EV to transfer to PO to continue a program (study, teach, research/collaborate) begun at another institution in the U.S. An EV may transfer to PO if:

- The J-1 visa category itself will not change
- The time spent at the previous institution and PO will not exceed the length of time allowed² for the respective J-1 visa category
- The Responsible Officer (RO) at the previous institution approves the transfer.

If the EV wishes to transfer *to* or *from* PO, please consult with Oldenberg directly.

Extension of Stay: An EV may apply for an extension of stay if s/he will continue doing the same activity and the extension falls within the length of time allowed for the respective J-1 visa category. J-1 visa students (both degree and non-degree) may apply for an extension of stay for the purpose of post-graduate Academic Training. Please consult Oldenberg for additional information.

Section B: Exchange Visitor (EV) Biographical Information

Please attach a clear scan or copy of the EV passport data/photo page. Provide all information requested and enter EV name exactly as it appears in the passport. Avoid using hyphens or special characters. All Extension requests must include the EV U.S. home address.

Section C: Education and Occupation

Complete the information requested and attach a CV or resume for the Exchange Visitor.

¹ Spouse or unmarried children under 21 years of age.

² Scholar or Professor: 5 years; Short-Term Scholar: 6 months; Specialist: 12 months; Degree Student: until completion of degree; Non-degree Student: 24 months; Student Intern: 12 months.

Section D: Program Information

Appointment Letter: Appointment Letters should be written on department letterhead and provide, in narrative form, the following key components of information: Dates of Appointment, Title of Appointment, Description of Primary Activity, Name of Supervisor (faculty advisor), level of PO funding (clarify what funding is available, also listing in-kind support if that is available), benefits eligibility. Please address this letter to the EV and provide Oldenburg with two originals. We will keep one original for our files and mail one to the EV along with the printed DS-2019 packet. Clear, strong letters of appointment may greatly help the EV during her/his consular visa appointment. EVs appointed to a salaried PO faculty position (entails classroom responsibilities) must receive their appointment letter from the Academic Dean's Office.

Appointment Date: Dates of appointment are the starting and ending dates of the activity at PO. For extension requests, the start date should be the day after the current DS-2019 expires. The period of appointment should not exceed the length of time allowed for the J-1 visa category. Be aware that evidence of adequate funding must be provided for the entire appointment period (i.e., the longer the appointment, the higher the amount of funding required). More information on funding provided in *Section F: Financial Support*.

PO Appointment Title: Please provide official title of appointment.

Primary Activity Description: Specify the subject of study, instruction, research/collaboration as clearly as possible. For example, if the EV will teach or conduct research in Chemistry, specify the appropriate sub-specialty within that field. Realize that Oldenburg will be required to select additional details from a drop-down menu in SEVIS when creating the DS-2019; your concise key words will help us do so with accuracy.

Medical insurance. Federal regulations require EVs and their dependents maintain medical insurance for the duration of their program. This is a strict requirement with mandated minimums of coverage; EVs can have their programs terminated if they do not comply. (Departments are not required to make their faculty/staff EVs benefits-eligible or otherwise cover insurance costs; Oldenburg asks this question for clarification reasons.) Faculty/staff EVs enrolling in PO-subsidized medical insurance will still be required to purchase additional medical evacuation and repatriation riders. EVs may wish to consider plans such as those found here: <http://www.betins.com>. For more information on DoS-mandated health insurance minimums, consult: <http://j1visa.state.gov/sponsors/how-to-administer-a-program/>.

J visa Category Requested: EV eligibility for a particular J visa category is determined most significantly by the nature of the intended program of activity. (Other factors determining eligibility are more technical, such as immigration history, level of financial support, and English language proficiency.) Please review the category descriptions below carefully, paying attention to the mandated "gaps" or waiting periods that affect Professor and Research Scholar categories in particular.

Category	Primary activity at PO (determines eligibility)	Length of Stay & Other Notes
Professor	A foreign national whose primary activity is teaching, lecturing, observing or consulting. Non-tenure-track appointments only. May conduct research if authorized by the sponsor.	Minimum visit 3 weeks; maximum visit 5 years. Includes time spent at another institution in J-1 status. If EV has completed <i>previous J</i> program as Professor/Research Scholar, EV is subject to 24-month bar (gap) before starting <i>new</i> Professor/Research Scholar J program. If EV was physically present in U.S. <i>in any J category other than Short-Term Scholar</i> for 6 months or more in the 12-month period immediately prior to the intended PO start date, that also triggers 12-month bar (gap).
Research Scholar	A foreign national whose primary activity is conducting research, observing or consulting in connection with a research project under the supervision of a PO faculty member. Non-tenure-track appointments only. May also teach or lecture if authorized by the sponsor.	
Short-Term Scholar	A foreign national who is a professor, researcher, or person with similar education or accomplishments whose primary activity is (short-term) lecturing, observing, consulting, training, or demonstrating special skills. Acceptable activities include participation in conferences, seminars, workshops, study tours, and professional meetings.	No minimum stay required; maximum stay is 6 months. No extension of stay allowed beyond 6 months.
Specialist	A foreign national who is an expert in a specialized field of knowledge or skill whose primary activity is observing, consulting or demonstrating special knowledge or skills. Not intended for those who could otherwise hold Professor, Research Scholar or Short-Term Scholar position.	Minimum stay of 3 weeks required; maximum 12 months. No extension of stay allowed beyond 12 months.
Non-degree Student	A foreign national participating full-time in a non-degree course of study. Must be substantially funded from sources other than personal or family funds. The Oldenburg Language Residents are the most common example of individuals in this category at Pomona College. Cannot matriculate to Student status.	Minimum stay of 3 weeks required; maximum 24 months. No extension of stay allowed beyond 24 months, including extensions for Academic Training. Other limits to length of Academic Training period may apply.
Student	A foreign national pursuing full-time studies leading to an undergraduate degree from PO. Must be substantially funded from sources other than personal or family funds	Minimum stay of 3 weeks required; duration of studies plus a period of authorized employment known as Academic Training.
Student Intern	A foreign national enrolling at a foreign post-secondary academic institution outside the U.S. OR graduated no more than 12 months prior to their program start date. The internship program must be in the student's field of study.	Minimum stay of 3 weeks required; duration of studies plus a period of authorized employment known as Academic Training.

Section E: Previous J Visa History and Current Visa Information

Helpful information regarding U.S. consulates and embassies abroad:

<http://www.usembassy.gov/> .

Copies of previous DS-2019s, passport photo and passport visa pages are required if EV has been in the U.S. under another J visa within 2 years before the start date of the intended program at PO. *Important information:* If EV has completed a previous J program in the U.S. as a Professor or Research Scholar, EV is subject to a 24-month bar (gap) before starting a new J program as a Professor or Research Scholar. If EV has been physically present in U.S. for more than 6 months in any J program category (including J-2 status; only exception is J-1 Short-Term Scholar category) within the 12 months immediately preceding the intended PO start date, EV is subject to a 12-month bar (gap) before starting a new J program as a Professor or Research Scholar.

If the EV is present in the U.S. in another immigration status (visa category), please inform Oldenburg whether the EV plans to leave the U.S. to apply for a J-1 visa at a U.S. consulate abroad or plans to submit a change of status application to USCIS. Change of visa status requires additional forms.

Section F: Financial Support

This section requests specific **amount(s)** and **source(s)** of funds available to EV for the dates of appointment, i.e., for the duration of the DS-2019 form. (Refer to *Section D: Program Information.*) Please specify all amounts in U.S. dollars. An *Affidavit of Financial Support* with accompanying financial statements (bank statement, award letter, etc.) will be required for all non-PO funds.

Below please find the minimum amounts required for one-month and one-year appointments in AY 2019-2020; Oldenburg will calculate financial requirements for shorter or longer stays based upon these figures. These amounts pertain to Professors, Research Scholars, Short-Term Scholars and Specialists. Consult Oldenburg regarding other categories (student, student non-degree) as additional expenses come into play (tuition and fees, books, etc.).

Status	Minimum Per Month	Minimum Per Year
Exchange Visitor Only	\$1,800.00	\$21,600.00
EV plus first dependent	\$2,200.00	\$26,400.00
For each additional dependent, add:	\$200.00	\$2,400.00

In summation:

- If PO is providing funding and that funding meets or exceeds the above listed minimums, enter PO funding information on the Request Form. No Affidavit of Financial Support is necessary.
- If EV will receive funding from the EV's home government, an international organization or the EV's employer, enter that information on the Request Form and also complete the Affidavit of Financial Support. The Affidavit contains guidance regarding which documents can serve as acceptable financial statements.
- If EV will use personal or family funds to sponsor her/his appointment, enter that information on the Request Form and also complete the Affidavit of Financial Support. The Affidavit contains guidance regarding which documents can serve as acceptable financial statements.

Note: Demonstrating adequate financial support when that support derives from personal or family sources can be challenging. Although actual costs may vary according to living arrangements, there will be no

exceptions to the amounts listed above. Federal regulations are strict regarding the necessity of Exchange Visitor program sponsors (here, Pomona College) to verify and document that prospective EVs possess adequate financial support for the duration of the intended program.

Section G: Dependent Information

Only list dependents who will accompany the EV and who are not U.S. citizens. Only a spouse and unmarried children under the age of 21 are eligible for J-2 status. For dependents without an email address or phone number, please use the email address and phone number of the J-1 visa holder. Include copies of their passport photo/data page.

Section H: SEVIS I-901 Fee & Handling Instructions for the DS-2019

SEVIS fee: J-1 visa applicants are subject to several visa application and related fees. Those fees are typically due at the time of visa application at the respective U.S. consulate abroad. More information on those fees can be found here: <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/fees/fees-visa-services.html>. However, the SEVIS I-901 fee must be paid *before* the prospective EV can even make a consular appointment.³ Because J-1 visa applicants already face visa application-related expenses in their home country, Oldenborg asks departments to consider lowering the financial hurdles EVs face by covering this fee for the EV. In such cases, Oldenborg will handle fee payment, obtaining reimbursement via the provided department account number, and provide a receipt to both the department and the EV.

Mailing DS-2019s: Federal regulations prohibit emailing DS-2019s. Oldenborg will ship the document via PO Mail Services (FedEx or DHL) if the department provides an account number for reimbursement.

Section I: Review of Required Supplemental Materials

Please submit these forms together with the DS-2019 Request Form.

Section J: Certification and Approval

The faculty advisor bears several responsibilities: 1) supervising the Exchange Visitor's primary activity at the College; 2) ensuring the accurate completion of the Request Form and its required supplemental materials and then submitting the packet to Oldenborg; 3) serving as the primary department contact for Oldenborg in EV-related matters.

The DS-2019 cannot be processed without the Department Chair's signature. The signature certifies that the faculty advisor has department approval to pursue the project described on the Request Form and that the project is in keeping with the educational mission of the College. The signature again confirms the educational credentials, English proficiency, and source(s) and amount of funding available to the EV as described on the Request Form. Finally, it confirms the information provided regarding handling instructions for the SEVIS I-901 fee and DS-2019 shipping policy.

It is possible that the faculty advisor and Department Chair may upon occasion be one and the same person.

³ This fee supports the Student Exchange Visitor Program (SEVP) and the Student and Exchange Visitor Information System (SEVIS). On behalf of the Department of Homeland Security (DHS), SEVP manages schools, nonimmigrant students in the F and M visa classifications and their dependents. The Department of State (DoS) manages Exchange Visitor Programs, nonimmigrant exchange visitors in the J visa classification and their dependents. Both SEVP and DoS use SEVIS to track and monitor their respective constituencies.