



## J-1 EXCHANGE VISITOR INFORMATION SHEET

For issuance of Form DS-2019 the following information must be provided. For J-1 Exchange Visitors (EV) who will be transferring, include copies of their previous DS-2019 form(s), J-1 Visa, and I-94 Record. The requesting department agrees to pay to ISSS a **non-refundable fee of \$500 plus \$200 per additional dependent** for this service.

A copy of the **passport ID page** is required with this form for **all visitors and dependents**.

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### EXCHANGE VISITOR CATEGORY

Exchange Visitor will be a (please choose only one):

Professor

Research Scholar

Short-term Scholar

Student Intern

A quick comparison of all J-1 exchange visitor program categories, including maximum program duration and repeat participation requirements, may be found on the U.S. Department of State's BridgeUSA website, here: <https://j1visa.state.gov/wp-content/uploads/2017/06/Exchange-Visitor-Program-Category-Requirements.pdf>

For the Professor / Research Scholar categories, please note that the exchange visitor may not return on a J visa for 24 months after the program ends regardless of the 212(e) waiver.

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### EXCHANGE VISITOR INFORMATION

Name: First/Given \_\_\_\_\_ Middle \_\_\_\_\_

Last/Family \_\_\_\_\_ **DOB (MM/DD/YYYY):** \_\_\_\_\_

Place of Birth: City \_\_\_\_\_ Country: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
Street, House, Apartment

\_\_\_\_\_  
City, State/Province

\_\_\_\_\_  
Country, Postal Code

Phone with Country Code: \_\_\_\_\_ Additional Phone: \_\_\_\_\_



Email Address: \_\_\_\_\_

Has the EV visited America in the last 24 months?    yes    no    If yes, on what date? \_\_\_\_\_

Job or position in home country:

- ☐ Student  
☐ Professional  
☐ Academic (including teaching staff & researchers)  
☐ Other (please specify): \_\_\_\_\_

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## EXCHANGE VISITOR PROGRAM DETAILS

Exchange dates\*:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ (MM/DD/YYYY)

Field of study or research: \_\_\_\_\_

Description of duties/research/teaching: \_\_\_\_\_

Direct supervisor: Name/Title: \_\_\_\_\_

Dept: \_\_\_\_\_ Phone: \_\_\_\_\_

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## ACCOMPANYING DEPENDENTS INFORMATION

Name	Gender	Date of Birth (MM/DD/YYYY)	City and country of birth	Country of Citizenship	Country of Legal Residence

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## PROOF OF FUNDING

Describe how this exchange will be funded and provide proof of funding via letters of scholarship, offers, bank accounts, etc. **ISSS recommends \$1,800 per month minimum to cover living expenses and an additional \$500 per month per dependent.**

Host university        \$ \_\_\_\_\_

Personal funds\*       \$ \_\_\_\_\_

Other source        \$ \_\_\_\_\_        Name(s) of other sources: \_\_\_\_\_

Total funds available    \$ \_\_\_\_\_

**Are any funds from the U.S. Government?** ☐ Yes / ☐ No

If yes, which agency? \_\_\_\_\_

\* Student exchange visitors must prove that their funding comes primarily from sources other than personal or family funds.

\*\* If the exchange visitor will be offered employment as part of their program, the offer letter must be submitted and approved by ISSS before the exchange visitor may accept the position. The offer letter should include the exchange visitor's hours, start and end dates of employment, job responsibilities, address of site if different from the university campus, and salary. Additional regulations for employment are applicable to [visitors seeking employment](#). Additionally, the hosting institution must confirm that any employment offered:

- Is under the supervision of the hosting university,
  - is directly related to the objectives of the exchange visitor program,  
and
  - is incidental to the primary program activities.
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