

DS-2019 Application for Visiting Scholars and Professors

J-1 Applicant Name:

Last Name

First Name

Middle Name

- When an Oakland University department invites an Exchange Student/Professor for research and/or teaching purposes, a J-1 Exchange Visitor visa is appropriate.
- This form must be completed by the requesting Faculty Sponsor in the department (not by the visiting scholar).
- After this 6-page application has been completed, including **all scholar and dependent information** (pp. 2-3) and **all signatures** (p. 6), submit the application with a copy of the offer letter to the International Students and Scholars Office (ISSO), 328 O'Dowd Hall.
- The ISSO will issue the **DS-2019** for the scholar and all dependents after the application review and approval.
- The scholar needs the **DS-2019** in order to obtain a J-1 visa at a U.S. Embassy abroad and to enter the U.S.
- J-1 scholars must report to ISSO no later than 5 days after arrival to the US before the begin research.
- If Scholar fails to report to the ISSO and has to be reinstated the Scholar and/or the department will be responsible for reinstatement fee.

Part 1 - Sponsor and Department Information

1. Host Department:

Office Ph #:

Office Address:

Fax #:

2. Faculty Sponsor:

Office Ph #:

Lab Ph #:

Cell Ph #:

OU Email:

Office Address:

3. Dept. Secretary:

Office Ph #:

OU Email:

Office Address:

4. Alternate Contact (if any):

Office Ph #:

Lab Ph #:

Cell Ph #:

OU Email:

Office Address:

5. Office Location for Scholar (required by SEVIS)

Room #

Building

6. Party Responsible to Mail DS-2019 and Welcome Packet (Check or Enter One):

Department (Choose One)

Faculty Sponsor

Department Secretary

Alternate Contact

ISSO

Other (Please List):



DS-2019 Application for Visiting Scholars and Professors Part II - Exchange Scholar/Professor Information

1. Name of Scholar/Professor:

(Family/Last Name) (First Name) (Middle Name)

2. Gender: Male Female **Date of Birth:**

(Month/Day/Year)

3. City of Birth:

(City) (Country)

4. Citizenship:

(Country)

Legal/Permanent Residence:

(Country)

5. Home Country Address:

(Street Address -- No Post Office Boxes Accepted)

(City) (Province) (Country) (Postal Code)

6. Email:

(REQUIRED for Express Mailing)

Phone #:

(REQUIRED for Express Mailing)

7. If different from above, Full Home Country Mailing Address:

(Street Address -- No Post Office Boxes Accepted)

(City) (Province) (Country) (Postal Code)

8. Home Country Occupation & Employer:

9. English Language Proficiency Statement: *Recent Amendment to J Subpart A [62.11(a)(2)] by Dept. of State effective 1/5/2015

*By signing below, I confirm that I have conducted an interview with the prospective J-1 Scholar either in-person or by videoconferencing, or by telephone (if videoconferencing is not a viable option) and that the scholar has sufficient English proficiency not only to successfully participate in his/her program but also to function on a day-to-day basis.

Date of Interview:

Time of Interview:

Method Used to Interview:
*Retain evidents of how applicant's
English language proficiency was
measured so that it may be made
available to the Department of State
upon request.*

In-Person

Videoconferencing

Telephone

Signature of Sponsoring Faculty Member _____

10. In the past 24 months, has this Exchange Scholar/Professor held J-1 or J-2 immigration status at any U.S. Institution?

Check One: No Yes *If Yes, give dates:

and location of most recent visit:

11. Attach copies of passport (including J-2 dependents).

For J-1s already in the U.S, attach J-1 visa, I-94 card (<https://i94.cbp.dhs.gov/I94/#/home>), current DS-2019 form.

12. OU Position - Check One: **Short-Term Scholar** (six months or less; DS-2019 Extension NOT possible)

Long-Term Scholar (more than 6 months; DS-2019 Extension is possible)

Visiting Professor (please contact ISSO re: Duration of Stay & Nature of OU Position)

13. Dates of Visit at OU:

From:

To:

(Month/Day/Year)

(Month/Day/Year)

14. Subject/Field of Research or Teaching:

15. Required for SEVIS - Exchange Scholar/Professor's Work at OU: Provide a brief statement of explanation below.
(Examples: Conduct research in theoretical physics: **If this phrase is not provided application will be returned and delayed**)

16. Is this scholar planning to bring a spouse or children? Check One: No Yes

*If Yes, complete and submit the **Application to Sponsor Dependent (J-2)** form as part of this application.

Application to Sponsor Dependent (J-2) SEVIS DS-2019

Personal Information

First Name: _____ Middle Initial: _____ Last Name: _____

Street Address: _____

City: _____ Province / State: _____ ZIP Code: _____

Primary Telephone: _____ OU Email: _____ @oakland.edu

Alternate Email: _____

Dependent Information

Please type or print the appropriate information below for the dependent(s) (a dependent is either a legal spouse or child) who will be applying for a J-2 visa in order to travel to the United States.

First Name: _____ Surname / Family Name: _____ Birthday (mm/dd/yyyy): _____

Relation: _____ Sex: _____ Country of Citizenship: _____ Country of Birth: _____

City of birth: _____ Country of Permanent Legal Residence: _____

First Name: _____ Surname / Family Name: _____ Birthday (mm/dd/yyyy): _____

Relation: _____ Sex: _____ Country of Citizenship: _____ Country of Birth: _____

City of birth: _____ Country of Permanent Legal Residence: _____

First Name: _____ Surname / Family Name: _____ Birthday (mm/dd/yyyy): _____

Relation: _____ Sex: _____ Country of Citizenship: _____ Country of Birth: _____

City of birth: _____ Country of Permanent Legal Residence: _____

The primary J-1 has the following responsibilities:

- Provide the ISSO a copy of J-2 passport of the dependent they wish to sponsor
- Provide ISSO with an official bank statement which reflects the required funding for dependents (**\$6500 per year** for the first dependent, and **\$3400 per year** for each additional dependent).
- Submit a legal marriage certificate in English.
- Maintain health insurance annually for all dependents which meets Oakland University requirements throughout their stay.

Please sign below when you have read and understand your responsibilities regarding sponsoring a J-2.

Signature _____ Date _____

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Part III - Financial Support Information

- 1) Provide financial verification (i.e. notarized bank statement, letter of offer, etc.)
- 2) Indicate below all applicable sources of funding
- 3) Calculate and enter total amount of support for the Duration of Stay at Oakland University
- 4) Funds required are as follows:
 - Exchange Scholar/Professor = **\$1,225.00** per month
 - Additional funding for first dependent = **\$542.00** per month
 - Each additional dependent = **\$410.00** per month

Funding Source

Amount

Personal Funds of Exchange Scholar/Professor

Oakland University Funding

Exchange Visitor's Government Funding

Other Agency or Organization Funds

NOTE: If support funding is from a grant or contract award, for the sole purpose of international exchange, name the granting agency:

REQUIRED - Total Amount of Funding

Embassy Notes:

-The ISSO recommends that a visiting scholar/professor provide to the Embassy a notarized bank statement from the home country showing personal funds of at least \$600.00 (or more).

- During the review of a J-1 visit application, Embassy Immigration Officers prefer to see funds in an account that ties a scholar/professor to the home country.

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Part IV - Health Insurance Information

Oakland University requires all J-1 holders to purchase the Oakland University sponsored UnitedHealthcare Insurance Plan

All International J-1 Exchange Visitor research scholars and professors must show proof of coverage for themselves and for any J-2 dependents accompanying them (i.e. spouse or children) according to their DS-2019 start and end dates.

-**Short-term scholars (less than six months)** must purchase UnitedHealthcare insurance for Duration of Stay (DS-2019 dates).

-**Long-term scholars (six months or longer)** employed by Oakland University will have health insurance through Oakland University Human Resources starting 30 days after DS-2019 start date and is required to purchase the \$95 Scholastic Emergency Services Medical Evacuation and Repatriation rider.

-**The Faculty Sponsor/Host Department is responsible for providing and/or confirming that their J-1 Exchange Visiting Scholar/Professor has and submits proof of sufficient health insurance coverage to the ISSO.**

Check One - The J-1 Scholar/Professor will have health insurance coverage as follows:

The health insurance plan administered by United Healthcare **paid by the department**

The health insurance plan administered by United Healthcare **paid by the scholar**

An OU health insurance policy through UHR and **paid by the department (medical evacuation and repatriation policy must also be purchased)**

(If this is not filled out, application will be returned and delayed)

Health Insurance Options for J-2 (Dependents)

All J-2 (dependents) are required by U.S. federal law to carry health insurance at all times. The minimum J-2 health insurance requirements are:

- Medical benefits of at least \$100,000 per accident or illness
- Medical evacuation must be covered in the amount of \$50,000 minimum
- Repatriation must be covered in the amount of \$25,000 minimum
- Deductible must not exceed \$500 per accident or injury
- Medical insurance must cover the entire period of time that the exchange visitor participates in the Exchange Visitor Program



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Part V - Approval Signatures

Submit this 6-page application with all signatures and a copy of the Dean's offer letter to ISSO:

International Students and Scholars Office

328 O' Dowd Hall
Phone: (248) 370-3358
Fax: (248) 370-3351
Email: isso@oakland.edu

(1) Faculty Sponsor Approval:

(Signature) (Print Name) (Date)

(2) Dean Approval:

(Signature) (Print Name) (Date)

(3) Required - Vice Provost for Research Approval:

(Signature) (Print Name) (Date)

(4) Required - Assistant Vice President of Academic Human Resources (AHR) Approval:

(Signature) (Print Name) (Date)

*** Please submit a copy of a valid passport for J-1 (and J-2 if applicable) along with your application.**