

# **J-1 Visa Information Sheet**

(06/10/2004)

## **NEW WEBSITE**

Recently we launched a new section on the OIS website. This new addition contains information for both J-1 visitors and USC faculty and administrative personnel. We encourage you to use this resource and would welcome your feedback to make it more effective. It will be the primary form of communication between our office and sponsoring departments. Please go to <http://www.usc.edu/student-affairs/OIS/> and look at the section labeled *J-1 Students & Scholars*.

## **NEW APPLICATION FORM**

The newest (6/10/04) version of the “**Request for Exchange Visitor (J-1) Visa Status (SEVIS Form DS-2019)**” form should be completed when requesting a Certificate of Eligibility for an Exchange Visitor Visa. ***Please use only this new form and destroy all previous IAP-66 or DS-2019 request forms you may have.*** Through the SEVIS system, this certificate is prepared by OIS on-line and transmitted to the Department of State which reviews and forwards approvals to all U.S. Embassies and Consulates. In addition, we are now required to prepare separate forms for the applicant and all accompanying, or following, dependents. The revised form is available at:

[http://www.usc.edu/student-affairs/OIS/Service/pdfs/J-1\\_Scholar\\_Request.pdf](http://www.usc.edu/student-affairs/OIS/Service/pdfs/J-1_Scholar_Request.pdf)

Sample copies of a completed DS-2019 request and DS-2019 form can be viewed at:

<http://www.usc.edu/student-affairs/OIS/j1info/sample2019.htm>

## **FEES**

Upon receipt of our properly completed application form, accompanied by an internal requisition for \$250.00, OIS will issue the requested form(s) DS-2019. Requests for an extension of the DS-2019 must be accompanied by an internal requisition for \$100.00. All departments inviting incoming non-degree *exchange* students (students participating in an established exchange program between USC and an overseas university) will be charged a service fee of \$100.00 per student. All forms DS-2019 will be issued within **10 business days** of receipt in OIS. We will notify the sponsoring department when the document(s) are ready for pick-up. It is critical that the request form be completed carefully to avoid the misspelling of names, inaccurate birthplaces, correct dates, and other essential information. **If a revised DS-2019 form(s) for the visitor, and any accompanying dependents, is needed due to an error in the information originally provided, an additional \$100 internal requisition is required to accompany reissue request(s).**

In the event that a scholar's visa application is rejected or delayed for reasons beyond the control of the scholar or the inviting department, OIS will prepare an additional DS-2019 at no additional cost. The J-1 visa applicant and dependent(s) will be sent the original paper copy(ies) of the Certificate of Eligibility for an Exchange Visitor Visa, DS-2019. These documents need to be presented with an appointment letter, a passport, and proof of funding to a U.S. Consulate in order to be issued this visa and travel to the United States. For further information concerning visa issuance procedures, please refer the invitee to the <http://unitedstatesvisas.gov/> website.

## **PROCESSING AND APPLICATION TIME**

Please be aware that the SEVIS issuance procedure and enhanced visa applicant screening suggest that an exchange visitor should apply for the J-1 visa at least one month before expecting to arrive at USC. Consequently it is recommended that the request for a DS-2019 be submitted to OIS at least six weeks in advance of the exchange visitor's anticipated arrival.

## **PERIOD OF STAY**

Professor/Research Scholar appointments are usually made for a one-year period, but with sufficient funding, an appointment can be made for a maximum of three years. In the case of a one year appointment, an extension may be requested. All such requests must be accompanied by an internal requisition for \$100.00. Federal regulations continue to prohibit the issuance of a new-entry DS-2019 to any Professor/Researcher, who has been in the U.S. as a J-1 visa holder for more than 6 months during the 12 months prior to anticipated entry. Periods of appointment for Short-term Scholars are possible for a maximum 6-month period. Short-term scholars are not eligible for extensions of stay beyond 6 months. Non-Degree student are allowed a period of stay up to 24 months, including any authorized Academic Training.

## **TRANSFERRING EXCHANGE VISITORS**

An Exchange Visitor already in the U.S. may transfer from the program of one program sponsor to another if the purpose of transferring is to complete the original program objective. This is possible as long as the total stay does not exceed three years. The former institution must agree to the transfer and relinquish sponsorship by releasing the Exchange Visitor's SEVIS record to USC. When requesting a DS-2019 for a transferring scholar, please submit a copy of the scholar's current DS-2019 with the request form and internal requisition.

## **ARRIVAL ORIENTATION AND FORMALITIES**

After arrival, please either make an appointment for, or ask the visiting scholar to schedule an appointment for an orientation interview with either Dixon Johnson or Judy Hartwich in our office. New federal regulations require us to notify the government within 30 days of the program start date listed on the DS-2019 or the scholar's arrival at USC, if earlier. You **must** notify OIS if the Exchange Visitor will arrive after the start date listed on the DS-2019.

At orientation the scholar will be able to apply for a USC ID card; obtain a letter a Social Security card referral letter, if necessary; and receive a copy of the International Student and Scholar Handbook. We will also answer immediate questions, provide pertinent orientation information, and complete necessary arrival registration procedures.

If you have any questions please feel free to call our office at (213) 740-2666 or browse our website at <http://www.usc.edu/student-affairs/OIS/>

# Request for Exchange Visitor (J-1) Visa Status (SEVIS Form DS-2019)

University of Southern California  
Office of International Services

**Exchange Visitor Information:** Title:  Prof.  Dr.  Mr.  Ms. Gender:  Male  Female

\_\_\_\_\_  
(Family Name)

\_\_\_\_\_  
(First Name)

\_\_\_\_\_  
(Middle Name)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year (City) (Country)

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

Occupation in Home Country: \_\_\_\_\_ Employer / University: \_\_\_\_\_

Personal E-mail address: \_\_\_\_\_ USC E-mail address: \_\_\_\_\_

To the best of your knowledge: Has the applicant ever applied for, or been granted, U.S. Permanent Residency?  Yes  No

Is this applicant presently in the U.S.?  Yes  No

If **YES**, what is the applicant's current immigration status? \_\_\_\_\_. **If the applicant is currently an Exchange Visitor (J-1 Visa holder), a photocopy of his/her current DS-2019 form is required.**

If **NO**, has the applicant been in the U.S. previously as an Exchange Visitor?  Yes  No  Don't know

If yes, list previous period of J-1 status (please include **place & dates**):

**Institution:** \_\_\_\_\_ **Program Start Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Program End Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

*Federal Regulations prohibit the issuance of a new-entry Form DS-2019 (Certificate of Eligibility for J-1 visa status) to any professor/researcher, who has been in the U.S. as a J visa holder for more than 6 months during the previous 12 months.*

## Purpose of this Form:

- New entry** to the U.S. from abroad\*  **Extension** of stay\*  
 **Transfer** to USC from another institution in the U.S.\*  **Six-month extension** of stay (Beyond 3-year limit)\*  
SEVIS ID: N          \_ \_ \_ \_ \_ (required)  Separate entry to the U.S. by scholar's **immediate family**  
(Proof of financial support required for new entry)

\*A *non-refundable* internal requisition for **\$250** payable to OIS must be submitted with this form. Please list the exchange visitor's **name, date and place of birth** on the requisition. Extension requests should be accompanied by an internal requisition for **\$100**. A correction fee of **\$100** will apply to re-issue forms initially requested with incorrect information.

## Proposed Classification:

- Research Scholar  Professor  
 Short-term Scholar (Up to 6 months only, **no extensions**)  Non-Degree Student (USC ID: \_\_\_\_\_)

**Period of Appointment:** **From:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **To:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please provide a brief description of the proposed activities in which the exchange visitor will engage:**

\_\_\_\_\_  
Field: \_\_\_\_\_

Does the exchange visitor have sufficient English language ability to complete the proposed activities?  YES  NO

*(application continues on the back)*

**FORM OIS.51**

Revised 06/10/2004

**Source of Funding:**

The visiting scholar will receive \$ \_\_\_\_\_ ( ) Monthly ( ) Yearly ( ) Period covered by this form from the following source(s): (Check all that apply and indicate the amounts for each)

( ) **USC\*** (Departmental budget, grant, etc.) Specify: \_\_\_\_\_ \$ \_\_\_\_\_

\*If funded by USC, **has the employing department received funding for International Exchange** from one or more U.S. Government Agency(ies)? ( ) Yes ( ) No

( ) **U.S. Government.** Agency Code: \_\_\_\_\_ \$ \_\_\_\_\_

( ) **Scholar's Government.** Specify source: \_\_\_\_\_ \$ \_\_\_\_\_

( ) **International Organization.** Specify: \_\_\_\_\_ \$ \_\_\_\_\_

( ) **Bi-national Commission of the Visitor's Country.** Specify: \_\_\_\_\_ \$ \_\_\_\_\_

( ) **Other organizations providing support.** Specify: \_\_\_\_\_ \$ \_\_\_\_\_

( ) **Scholar's personal funds.** \$ \_\_\_\_\_

**Current Local Address** (not required for new entries)

\_\_\_\_\_  
(Street and Number) (Apt. #)

\_\_\_\_\_  
(City) (State) (Zip Code)

**Please PRINT the information requested below for accompanying dependent(s):**

| LAST NAME, | First Name | Date of Birth  | CITY OF BIRTH | COUNTRY OF BIRTH | COUNTRY OF CITIZENSHIP | COUNTRY OF PERMANENT RESIDENCE | Relationship (ex: Daughter) |
|------------|------------|----------------|---------------|------------------|------------------------|--------------------------------|-----------------------------|
| _____      | _____      | ____/____/____ | _____         | _____            | _____                  | _____                          | _____                       |
| _____      | _____      | ____/____/____ | _____         | _____            | _____                  | _____                          | _____                       |
| _____      | _____      | ____/____/____ | _____         | _____            | _____                  | _____                          | _____                       |
| _____      | _____      | ____/____/____ | _____         | _____            | _____                  | _____                          | _____                       |

Departmental Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Tel.: X  
(print name)

Sponsoring Faculty Member: \_\_\_\_\_ E-mail: \_\_\_\_\_ Tel.: X  
(print name)

Department: \_\_\_\_\_ Campus Address: \_\_\_\_\_ MC: \_\_\_\_\_

**Approval Signatures\*:**

Sponsoring Faculty Member: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Department Chair or Center Director: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Academic Dean: \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) Date: \_\_\_\_\_

**\*All 3 signatures are required** (except for dependent requests).