Most non-U.S. citizens applying for admission to the United States need a valid entry visa. Before entering the United States, a visiting Scholar/Professor must obtain a “J-1” visa from the nearest U.S. embassy or consulate. To obtain the visa, the University of St. Thomas must first issue the visitor a “Certificate of Eligibility for Exchange Visitor (J-1) Status,” commonly referred to as Form DS-2019. All J-1 visitors at St. Thomas must meet in person with an Advisor in the International Student Services (ISS) within 10 days of their arrival in the USA to complete the immigration check-in requirement for their J-1 visa.

**Verification of Eligibility**
1. Has the exchange visitor been in the U.S. in J-1 (any category) or J-2 status during the previous 12 months?
   - No  Yes (if yes, please attach copies of previous DS-2019s)

2. Has the exchange visitor been in the U.S. as a J-1 Research Scholar or Professor or as a J-2 dependent of a J-1 Research Scholar or Professor during the previous 24 months?
   - No  Yes (If yes, please attach all copies of previous DS-2019s)

The Exchange Visitor will be:
- **Short-Term Scholar** (Short-Term Scholar category has no minimum and a 6 month maximum duration of participation that can not be extended, and is not subject to the 24 month bar.)
- **Professor** *
- **Research Scholar** *
  (*Professor and Research Scholar categories have a 3 week minimum and a 5 year maximum duration of participation and are subject to a 24 month bar from participating in a J-1 Professor/Research Scholar program when stay has ended.)

**PART I: Biographical information** *(Please enter the information as it appears in the visitor’s passport.)*

- Family name
- First name
- Middle name
- Male □ Female □
- Date of birth (mm/dd/yyyy)
- City of birth
- Country of birth
- Country of citizenship
- Country of legal permanent residence
- Last position/occupation in home country: *Example: Music professor at the University of Zurich.*

Please list how you have confirmed English proficiency of the incoming scholar

- Duration of participation: Start date: ___________ End date: ___________

*Note: Exchange visitors are allowed to enter the U.S. up to 30 days prior to the start of their program and must depart the U.S. within 30 days of the completion of their program.*
PART I: Please provide the visitor's home country address, email and telephone number:

________________________________________________________________________
________________________________________________________________________

PART II: Documentation of financial support

Federal regulations require International Student Services to obtain certification that the visitor has adequate financial resources to meet all expenses related to the J-1 program. ISS requires a minimum of $1000USD per month for J-1 Scholar/Professor funding (including housing, board, health insurance, miscellaneous, etc.). Identify below the sources of funding available to the visitor for the entire period of his/her stay. Identify each source of funding and the amount of financial support provided. For funding sources, including the University of St. Thomas, please provide evidence of support such as bank statements or letters of employment/understanding.

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Funding Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Sponsor (University of St. Thomas):</td>
<td></td>
</tr>
<tr>
<td>U.S. Government Agency:</td>
<td></td>
</tr>
<tr>
<td>International Organization:</td>
<td></td>
</tr>
<tr>
<td>Exchange Visitor's Government:</td>
<td></td>
</tr>
<tr>
<td>Binational Commission of the Exchange Visitor's Country:</td>
<td></td>
</tr>
<tr>
<td>All other organizations providing support:</td>
<td>Please list organization name and funding amount</td>
</tr>
<tr>
<td>Personal Funds:</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FUNDING:

_________________________________
PART IV: Dependent information  ☐ no dependents *(skip this section)*
To be completed only if the visitor intends to bring a spouse or child/ren to the United States. If no dependents will be coming to the United States, leave blank and skip to Part IV.

<table>
<thead>
<tr>
<th>Name (Family, First, Middle)</th>
<th>Date of birth (mm/dd/yy)</th>
<th>City &amp; Country of Birth</th>
<th>Relationship to J-1 Scholar</th>
<th>Citizenship</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

The J-1 Scholar must provide financial verification to OISS for his/her J-2 dependents in order for DS-2019 documents to be issued on their behalf. This financial verification must be in the original, be less than 6 months old and demonstrate funding available for $6000 USD or more per year for a J-2 spouse and $3000 USD or more per year for each J-2 child.

Dependents will: *(check one)*  ☐ travel with the visitor  ☐ travel separately

PART V: Signatures/Approvals
The St. Thomas Faculty / Staff member completing this form (listed below) is responsible for ensuring that the J-1 visitor will follow through with their ISS appointment within 10 days of their arrival.

Name/Title of St. Thomas Faculty/Staff member completing this request form:
____________________________________________________________________________

Email: _____________________________  Phone Number: ____________________________

Name of Department Chair: _____________________________

Signature of Department Chair approving of this scholar’s visit: ____________________________

Please complete this request form and return it to ISS along with copies of financial documents:

International Student Services (ISS)
University of St. Thomas
2115 Summit Ave. Mail #5014, St. Paul, Minnesota 55105
Tel: 651-962-6650, Fax: 651-962-6655