

# Request for Exchange Visitor Certificate (DS-2019)

## To invite a prospective J-1 scholar

The DS-2019 Request Form is available to MSU host departments with the intention of inviting prospective international scholars to MSU. The scholar will be eligible for a J-1 visa. The DS-2019 form issued by International Services is NOT the visa, but is the U.S. Department of State's Certificate of Eligibility needed by the applicant for the J-1 visa process. **This application** along with **Official Visitor Packet** are to be completed by the MSU host department, submitted by the department to the Office of Research Security before final submission to the International Services Office. Once initial packet has been submitted to ORS, please allow 3-4 weeks for immigration document issuance by the International Services Office. If you have additional questions about completing this form, please call 662-325-8929.

MSU Department Contact for questions, pick-up notification, and J-1 visa updates:

Department Contact Name\*

E-mail

Telephone

*\*You will be emailed when the DS-2019 is ready for pick-up. You are responsible for sending it to the exchange visitor.*

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1. Name of MSU hosting department:

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### I. Exchange Visitor Biographical and Contact Information

2. Name - EXACTLY as it appears on the passport.

**\*\*\*Attach a copy of the passport identity page for the applicant and each dependent.\*\*\***

Family Name (Surname):

First Name (Given Name):

Middle:

3. Gender    Male    Female

4. Current Email Address

5. Foreign address: Street:

City:

Country:

Postal Code:

6. City of Birth:

7. Country of Birth:

8. Country of citizenship:

9. Country of legal permanent residence:

10. Occupation in home country:

Description of activity in home country (current title or if student, degree level):

Home Institution or Company:

a) Is the exchange visitor an undergraduate student in his/her home country who has not yet completed a bachelor's degree?

No

Yes

**- IF YES, STOP. Minimum qualifications for most categories are a bachelor's degree with appropriate experience in the field. If the student has not completed a bachelor's degree, please choose Student Intern Category.**



## II. Program Information and Research Objective

**11a.** Describe in one sentence the primary project and activities in which the individual will be engaged (e.g. research in..., teaching, etc.) This will be listed on the DS-2019.

*IMPORTANT! Do not use this form for students whose primary purpose is to participate in a Mississippi State University degree or non-degree-seeking program in your department. Please contact the Office of Admissions or the Office of the Graduate School regarding appropriate documentation.*

**11b.** Describe, in detail, the research and subject material that will be involved with the exchange visitor's project at MSU. Attach additional sheets if necessary. This information will be used for internal review only.

**12.** The J-1 category should be (check the category that best fits the type of role the scholar will have *at MSU*):

**PROFESSOR** – Primarily teaching, lecturing, and may conduct research and observe. (Minimum 3 week stay in the U.S.; maximum five-year stay in the U.S.; subject to 24-Month Bar\*)

**Will this scholar's program last more than 6 months, or is it likely to extend beyond 6 months?**

Yes. No. STOP- We advise you to consider the Short Term Scholar option below.

**RESEARCH SCHOLAR** – Primarily conducting research and may also lecture and observe. (Minimum 3 week stay in the U.S.; maximum five-year stay in the U.S.; subject to 24-Month Bar\*)

**Will this scholar's program last more than 6 months, or is it likely to extend beyond 6 months?**

Yes. No. STOP- We advise you to consider the Short Term Scholar option below.

**SHORT TERM SCHOLAR** – Person with similar education to professor/research scholar coming for short-term visit primarily for research, lecturing, observing, training, or demonstrating special skills. (no minimum stay, but a maximum six month stay in the U.S.; not possible to extend or change status; not subject to 24-Month Bar\*).

**STUDENT INTERN** – Foreign students currently enrolled and pursuing a degree at a postsecondary academic institution outside the U.S. whose internship will fulfill an educational objective in current degree program at student's home institution (Maximum 12 month stay). Department will also need to fill out a DS-7002 and include it with the DS-2019 request form.

**SPECIALIST** – expert in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills. (Maximum 12 month stay)

*\*24-Month Bar is often confused with Two Year Rule. Please contact ISO for clarification.*

**13.** Address of MSU hosting department (Building, Street, City, & Zip. **Do not use a P.O. Box**):

**14.** Will the exchange visitor's activity site (physical location of their activities as a J-1) be the MSU hosting department(s)?

a. Yes (same as department address above)

No (You must answer b and c below)

The exchange visitor's physical location will be at more than one site, including the hosting MSU department (You must answer b and c below)

b. Name(s) of the activity site(s):

c. Address(es) of activity site(s) (Building, Street, City, & Zip - Do not use a P.O. Box):



**15. Program Dates:**

Program Begin Date	MM	DD	YYYY
Program End Date	MM	DD	YYYY

NOTE: To allow reasonable time for the scholar to apply for and obtain his/her J-1 visa, the Begin Date should be at least two months after this application is submitted. Ex. If you wish a scholar to begin Dec. 1st, then this application should be submitted to International Services no later than Oct. 1st

**III. Participant Immigration and Visa History**

**16.** Has the exchange visitor been to MSU in the past (excluding tourist visits)?

NO YES Please list dates:

**17.** Is the exchange visitor *currently* in the U.S.?

No – ISO assumes she/he will use this DS-2019 to enter the U.S. If this is not the case, contact International Services to discuss the situation.

Yes – Fill out items #1-2 below.

1. Copies of visitor’s current visa documents must be attached. Copies include I-94, entry visa (in passport) and DS-2019, I-20, or I-797.

2. Visitor is currently: (choose 1 option below)

On a J-1 visa and a transfer to MSU J-1 sponsorship is requested.  
ISO must contact the J-1 responsible Officer at the J-1's current program sponsor/school. J-1 R.O. at Current Program Sponsor:

Name:	Phone #:	Fax:
Institution:	E-mail:	

On a J-1 visa in the same category but will leave and re-enter the U.S. on a new DS-2019 to begin a new program

On a J-1 visa in a different category than requested in this application – This visitor must leave and re-enter the U.S. on the new DS-2019.

On a different visa type, which is (ex: “F-1 OPT”, “H-1B”, tourist):

The visitor plans to leave the U.S. before their J program begins, obtain their J visa at a consulate abroad, and return to U.S. begin their J program.

Yes No. If you mark “No”, you will be contacted by ISO to discuss further



**24- Month bar and 12- Month Bar for J Research Scholar or Professor Category & their J-2 Dependents**

For more information: <http://j1visa.state.gov/programs/professor-and-research-scholar/>

**18.a.** 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: Please attach copies of previous DS-2019s or enter dates and program sponsor name for all visits to the U.S. in J-1 or J-2 status within the last 12 months, (e.g., Mississippi State University- Jan. 2013-Jan. 2014)

**18.b.** 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

Please attach copies of previous DS-2019s or enter dates and program sponsor names for all visits to 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 within the last 24 months (e.g., Mississippi State University- Jan. 2013-Jan. 2014)

**IV. Financial Support Information**

**19.** Financial Support – Indicate all sources of funding for the period requested for the J-1 program:

**\*\*\*A copy of the proof of funding must be provided before a DS-2019 will be issued\*\*\***

**Minimum \$1,200/month for scholars.** *Minimum amount takes into consideration the cost of Room & Board, Utilities, Food, Transportation, & Health Insurance.*

**Additional funding required for dependents: \$3,850/year per dependent**

A. Has MSU received funding from the U.S. government specifically for the purpose of international educational exchange for the exchange visitor (this does not include government grants given to MSU directly unless it was specifically for an exchange)?

No      Yes. If yes, please specify

B. MSU Job Title: If the visitor will have an MSU appointment, please indicate the job title. If there is no appointment, indicate “none.”

Title      With or without salary?

**PLEASE NOTE:** *Persons with tenure track positions, clinical residencies or student positions (e.g. Research Assistant) are NOT eligible for J-1 Professor, Research Scholar, or Short Term Scholar documents*

**List all sources of funding below (Ex. Scholarship Council from home government, personal funds, etc.). Please attach a copy of each funding source that is listed below.**

- 1.
- 2.
- 3.



## V. Certification of English Language Proficiency

20. The Department of State requires scholars to have “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.11(a)(2)]

Check one:	Indicate how the Department has certified English proficiency for the prospective exchange visitor.						
	<p><b>1. Certification of one of the following English Language Tests*</b></p> <p style="text-align: center;">*taken within the past 5 years</p>	<ul style="list-style-type: none"> <li>➤ A copy of the test score is provided                             <ul style="list-style-type: none"> <li>• IELTS overall band score of 5.5 or higher</li> <li>• TOEFL minimum test score of 500 (paper based) or 60 (internet based iBT)</li> </ul> </li> </ul>					
	<p><b>2. Certification of English language proficiency by an English language school or academic institution where English is the primary language of instruction</b></p>	<ul style="list-style-type: none"> <li>➤ A copy of the letter is attached. See Example A on page 6.                             <ul style="list-style-type: none"> <li>• Verifies the exchange visitor possesses English Language proficiency high enough to successfully function within the MSU position and within the local U.S. Community</li> <li>• Issued on letterhead in English within the last 6 months.</li> <li>• Includes signature from school official</li> </ul> </li> </ul>					
	<p><b>3. Certification of interview assessing English language proficiency by the MSU Faculty Mentor/Supervisor* (signature required in right column)</b></p> <p style="text-align: center;">*See Example B on Page 6 for interview guidelines</p>	<ul style="list-style-type: none"> <li>➤ Supervisor Name:</li> <li>➤ Date of Interview:</li> <li>➤ Duration of Interview:                             <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">20 mins</td> <td style="text-align: center;">30 mins</td> <td style="text-align: center;">45 mins</td> </tr> </table> </li> <li>➤ The interview was conducted                             <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">In person</td> <td style="text-align: center;">By Videoconference</td> </tr> </table> </li> <li style="margin-left: 40px;">By phone (<u>only</u> if other options are not viable)</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Per U.S. Code of Federal Regulations 22 CFR 62.10 (a) (2), I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the scholar’s English language proficiency is sufficient to successfully function daily within their MSU position and within the local U.S. community.</p> </div> <p style="margin-top: 10px;">Signature: _____ Date: _____</p>	20 mins	30 mins	45 mins	In person	By Videoconference
20 mins	30 mins	45 mins					
In person	By Videoconference						
	<p><b>4. Exchange visitor is a citizen of a country where English is the official language (see list in right column)</b></p>	<p>Australia, Antigua and Barbuda, the Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada, Cayman Islands, Dominica, England, Grenada, Guyana, Jamaica, Montserrat, New Zealand, Northern Ireland, Republic of Ireland, St. Vincent and the Grenadines, Trinidad and Tobago, Turks and Caicos Islands, and Wales</p>					



## VI. Dependent Information

**21.** Does the J-1 exchange visitor wish to bring dependents on a J-2 visa?      No      Yes

(J-2 dependents are: Legal spouse and **dependent children under 21**. Do not include family members who are U.S. citizens/were born in the U.S., they should use a U.S. passport to enter the U.S.)

J-2 dependents will be traveling **with** the J-1 to the U.S. (Please fill in dependent information below.)

J-2 Dependents will be traveling **separately. Important!** *J-2 dependents are not allowed to enter the U.S. before the J-1's initial entry. (Please fill in dependent information below).*

Indicate name EXACTLY as it is written in the dependent's passport.

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### Dependent #1

Last Name  
First Name  
Middle Name  
Date of Birth  
Gender  
Relationship to J-1 (spouse or child)  
City of Birth  
Country of Birth  
Country of Citizenship  
Country of Permanent Residence

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### Dependent #2

Last Name  
First Name  
Middle Name  
Date of Birth  
Gender  
Relationship to J-1 (spouse or child)  
City of Birth  
Country of Birth  
Country of Citizenship  
Country of Permanent Residence

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### Dependent #3

Last Name  
First Name  
Middle Name  
Date of Birth  
Gender  
Relationship to J-1 (spouse or child)  
City of Birth  
Country of Birth  
Country of Citizenship  
Country of Permanent Residence

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## To be completed and signed by MSU hosting department

We understand that the primary purpose of the J Exchange Visitor Program is to foster the exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching and research efforts.

We understand that the exchange of professors and research scholars promotes mutual enrichment, and linkages between research and educational institutions in the United States and foreign countries. It does so by providing foreign professors and research scholars the opportunity to engage in research, teaching and lecturing with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their fellow citizens their experiences and increased knowledge about the United States and their substantive fields.

We understand that J-1 Research Scholars' primary activity must be conducting research; J-1 Professors' primary activity must be lecturing; J-1 Short Term Scholars' primary activity must be conducting research, lecturing, observing, consulting, training, or demonstrating special skills.

Our department is inviting this individual for the period indicated and will assure that the Exchange Visitor attends a mandatory Immigration Orientation and completes check in at the International Services Office upon arrival.

If this scholar is requesting to transfer to MSU from another J Program Sponsor in the U.S., we confirm that this will be a continuation of their original program. This means that the scholar's program objectives at MSU will be consistent with the individual's original program objectives for which they were initially invited to the U.S. to complete.

We understand that the scholar and his/her dependents are required to carry health insurance for the duration of their stay.

We understand that our offer to this exchange visitor is contingent upon the approval of the Office of Research Security. The Office of Research Security assures university compliance with all U.S. Government export control laws and regulations. We understand that as sponsors of the visa(s) we may be asked for additional information regarding any proposed research, funding sources (especially U.S. Government-funding), access to export controlled technology or items, or if the proposed research is open to non-U.S. Citizens in order for export compliance to be determined.

### MSU Hosting Department

Signature of MSU Faculty Mentor/Supervisor

Date

Print Name

Phone

Title

Email

Signature of Department Head

Date

Print Name

Phone

Title

Email

Signature of Office of Research Security Representative

Date



# Request for Exchange Visitor Certificate (DS-2019)

## DEPARTMENTAL CHARGE FORM

This request form should be completed by MSU Sponsoring Department. Information for each item is required prior to issuance of Form DS-2019. Please print legibly or type. Without this information, our office will not be able to process the request. Once the form has been completed, it should be turned in with the completed Request for Exchange Visitor Certificate DS-2019 packet.

The fee for processing the Request for Exchange Visitor Certificate is \$100.

1. Name of MSU hosting department:

2. Name of Exchange Visitor:

Family/ Last:

First:

Middle:

3. Banner Account Number:

Fund	Organization	Account	Program	Activity (if any)
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4. Person to receive charge invoice (business or account manager)

We confirm that the above information is accurate to our knowledge and we agree to pay the \$100 Exchange Visitor DS-2019 Request Fee.

Signature of MSU Faculty Mentor/Supervisor

Date

Print Name

Phone

Title

Email

Signature of Department Head

Date

Print Name

Phone

Title

Email



MISSISSIPPI STATE UNIVERSITY™  
INTERNATIONAL INSTITUTE

INTERNATIONAL SERVICES OFFICE

116 Allen Hall, Mailstop 9742

Mississippi State, MS 39762

662-325-8929

<http://international.msstate.edu/current/services/index.php>



# Example A

[Print on Institutional Letterhead]

## Certification of English Language Proficiency By An English Language School or Academic Institution

DATE (MM/DD/YY)

Dear International Students & Scholars Office:

I verify that (NAME OF SCHOLAR) has attended (NAME OF INSTITUTION), where the primary language of instruction is English. (NAME OF SCHOLAR) possesses sufficient proficiency in the English language to successfully participate in their Mississippi State University academic appointment and to function on a day-to-day basis in the United States.

NAME OF SCHOOL OFFICIAL (ABROAD): \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Example B

## Interview Guidelines

The purpose of the interview is to determine whether an international scholar is sufficiently fluent in English to function in day-to-day life, both at the University and in the community. The interview must be conducted in English

### Sample Questions

1. Describe how your past experiences, training, and language study have prepared you to operate in an English speaking environment in your occupational field
2. What do you expect to learn about American culture and society? How do you plan to share this learning upon your return to your country?

