



**E. Financial support for the entire period covered by this form (in U.S. dollars):**

CSULA: Department budget, salary, etc. Payroll title: _____	\$ _____
U.S. Government agency funds to <i>this</i> Exchange Visitor: Name of the Agency: _____	\$ _____
International Organization [e.g. UN, WHO, NATO] funds to <i>this</i> Exchange Visitor: Name of Organization(s): _____	\$ _____
Exchange Visitor's Government: Name of the Agency: _____	\$ _____
Other organizations/institutions in the U.S. or abroad: Name(s): _____	\$ _____
Personal funds:	\$ _____

**F. Dependents:** do not list dependents holding U.S. passport or were born in the U.S.:

Name (Last, First)	Date of Birth	City/Country of Birth	Country of Resident/Citizenship	Relationship

**G. Cal State L.A. faculty member under whose direction the J-1 scholar program will be carried out (J-1 student-academic advisor):**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Department: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**H. For non-CSULA students only:**

Highest Degree Earned:  Bachelor  Masters  Ph.D. Other: \_\_\_\_\_ - Date awarded: \_\_\_\_\_

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

**Site of Activity:**

If the Exchange Visitor will be performing activities outside of CSULA campus, please provide the address of each location (attach additional page if necessary):

\_\_\_\_\_

\_\_\_\_\_

**Approvals:**

This certifies that the person named above is eligible, qualified and accepted to carry out, during the period specified and the activity indicated. The department has verified the educational credentials and sources(s) and amount of funding available. This also certifies that appropriate office space, telephone access, computer/facility access will be given to the EV as needed to complete his/her program at Cal State L.A.

\_\_\_\_\_  
Department Chair Date

\_\_\_\_\_  
College Dean Date

\_\_\_\_\_  
Provost's Designee (Jose Galvan-CESIP) Date



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## *Instructions for DS-2019 (Exchange Visitor) Request*

### **A. Purpose of the DS-2019**

#### **a. Initial entry to the U.S. with/without dependent(s)**

Applies to Exchange Visitor (EV) coming from abroad, or someone in the U.S. on another non-immigrant visa to whom a Cal State L.A. department offers an opportunity to conduct or collaborate in a project. Change of visa status requires additional forms. If family member(s) will enter the U.S. with the EV, indicate the number and complete Part F. Family member means: spouse and unmarried children under 21 years of age.

#### **b. Transfer to Cal State L.A. from another U.S. institution**

This option enables an EV to transfer to Cal State L.A. to continue a program (study, research, or teaching) started at another institution in the U.S.

Copies of the current DS-2019 form and I-94 card, and release of the SEVIS record to CSULA are required before the International Office can issue a DS-2019.

#### **c. Extension of stay**

An EV can apply for extension of stay if he/she will continue doing the same activity and within the category's time limitation. A request must be submitted to the International Office **not less than 15 days prior** to the expiration of the DS-2019.

The request must include a letter from the sponsoring faculty member with an explanation of the delay. J-1 students can view a sample letter in the F-1 Extension of Stay package. Updated proof of financial support is required.

#### **d. Separate entry of immediate family member(s)**

Select this category when an EV's immediate family will join him/her at a later date. Provided that sufficient funds are available, a DS-2019 form is required for them to obtain the J-2 visa at a U.S. Consulate abroad.

#### **e. Replace lost copy of current DS-2019 Form**

Check this box if the EV or dependent(s) has lost the DS-2019 form and wishes to have a replacement.

### **B. Exchange Visitor's Information**

Please complete ALL the information requested. **Incomplete Request Form will delay the DS-2019 issuance process.**

If the EV is currently in the U.S., the U.S. address must be the EV's actual residence. The permanent address must be abroad and in the EV's country of permanent resident or citizenship. If the individual is currently in the U.S., a copy of the I-94 Arrival/Departure Card (front and back) is required.

### **C. Appointment or primary activity:**

Check the appropriate classification in the J-1 program. If you have questions concerning the classifications, please contact the J-1 Advisor at the International Office.

### **D. Dates of Appointment**

The period of appointment should be more than 3 weeks (except for short term scholars), provided the requested period falls within the limitations of stay and the International Office has evidence of adequate funds. Evidence of updated financial support **MUST** be made available to the International Office at the time a DS-2019 Request Form is submitted.

### **E. Financial Support**

Please be as accurate as possible when completing this section of the DS-2019 Request Form. This section requires specific amount(s) and source(s) of the funds available to the EV for the duration of the DS-2019 form.

Proof of funding, other than CSULA funds, must be provided with this request. This may be a grant letter from an agency, university or organization. Proof of personal funding includes verification letter from the bank or bank statement issued within the previous six (6) months. Original documentation is required.

Medical insurance coverage is mandatory for all EVs and dependents. Appropriate funds must be made available to purchase insurance.

Category	Fee/Tuition (9 months)*	Living Expenses (9 months)*	Living Expenses (Summer)*	Medical Insurance (12 months)*	Total*
Degree Student (Graduate)	\$14,300**	\$16,980	N/A	\$820	\$32,100
Non Student	N/A	\$16,980	\$5560	\$820	\$23,360
Spouse	N/A	\$4500	\$1,500	\$1,266	\$7,266
Each Child	N/A	\$3000	\$1000	\$954	\$4,954

\* Costs are subject to change.

\*\* Graduate students in Business and Economics must add \$169.00\* per unit for the Graduate Professional fee.

#### F. Dependents

Include only dependents who are not U.S. citizens or born in the U.S. For each dependent, please provide a copy of the biographical page of the passport. If dependent(s) is/are currently inside the U.S., also submit a copy of the I-94 Arrival/Departure Card (front and back) and copy of the DS-2019(s).

#### G. Exchange Visitor's Sponsoring Professor/Academic Advisor

This is the academic advisor for CSULA students.

For **non-CSULA students**, this is the individual who will oversee EV's program at Cal State L.A. and will act as a point of contact for the International Office concerning the EV.

The sponsoring professor must notify the International Office if the EV is not reporting to the program as needed, if there is a significant change in the EV's activities, or if the EV is departing the program prior to the program end date indicated on the DS-2019. This information must be reported to the Department of Homeland Security and Department of State in a timely manner. The sponsoring professor should also keep regular contacts with EV to verify EV is progressing with his/her research.

#### H. Non-CSULA students:

All levels of the approval are required for processing the DS-2019.

The signatures certify that the person named in the request form will carry out the specific activity for the given time period and that the department has verified the education credentials, source(s) and amount of funding available, and finds this exchange an educational benefit to the University.

**The signatures also certify that appropriate office space, telephone access, computer/facility access will be given to the EV as needed to complete his/her program at Cal State L.A.**

#### Visitor is NOT eligible for J status under the following circumstances:

- If he/she had completed a previous J program (eg. Specialist or Student) which lasted more than 6 months and now requesting a J status as a **RESEARCH SCHOLAR** or **PROFESSOR** to start a **NEW PROGRAM**, there must be a 12-month gap between the end date of the previous J/J2 program and starting date of the new J program.
- If he/she had completed a **previous J program** in the U.S as a **A PROFESSOR** or **RESEARCH SCHOLAR**, he/she is subject to a **24-MONTH BAR (gap) TO START A NEW J PROGRAM** as a **A PROFESSOR** or **RESEARCH SCHOLAR**.
- If he/she had applied for an **"H"** class **VISA** or U.S.. **PERMANENT RESIDENT STATUS** (green card).
- If he/she had **applied for a Waiver of the Two Year Home Residence Rule** and **RECEIVED APPROVAL** notification from the State Department or the U.S. Citizenship and Immigration Service (USCIS).
- If the **STUDENT** is fully supported by **PERSONAL FUNDS**.

Student Affairs 115  
 Telephone: 323-343-3170      Facsimile: 323-343-6478  
[www.calstatela.edu/international](http://www.calstatela.edu/international)