



Instructions/Guidelines for DS-2019 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.

Please attach EV's resume and proof of financial support to the Request Form. 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 G. Family member means: spouse and unmarried children under 21 years of age.

A fee of \$100 (subject to change) is required for issuance of DS-2019s for persons under the non-degree category.

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.

An EV may transfer to Cal State L.A. if the following apply: (a) the J-1 visa category will not change (student or scholar), (b) time spent, both at the Cal State L.A. and the previous institution, will not exceed the length of time allowed for the respective J-1 visa category, and (c) the Responsible Officer at the other institution approves the transfer.

A copy of the current DS-2019 form and release of the SEVIS record is required before IPS can issue a DS-2019. EV's requesting a transfer should consult with their current international office or IPS prior to the transfer.

c. Extension of stay

An EV can apply for extension of stay if he/she will continue doing the same activity. A request must be submitted to IPS **not less than 15 days prior** to the expiration of the DS-2019.

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 also required.

C. 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 IPS has evidence of adequate funds. Evidence of financial support **MUST** be made available to IPS at the time a DS-2019 Request Form is submitted.

D. Primary Activity, and Subject of Study, Research, or Teaching

Please provide a brief explanation of the Exchange Visitor's duties while at Cal State L.A. This must be written on Department letterhead. *Any significant change of EV's program during his/her stay at Cal State L.A. must be approved by IPS in accordance to Department of State regulations.*

E. Previous J statuses in the U.S.

Please provide information about EV's previous stays in the U.S. in the J category within the previous 2 year. New regulation from U.S. Department of State restricts EV's return after participation in the Professor and Research Scholar categories.

F. Financial Support

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

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)	Medical Insurance (1 year)	Total
Students	\$11,203	\$10,084	\$713	\$22,000
Non-student	N/A	\$10,084	\$713	\$10,797
Spouse	N/A	\$4,000	\$1,266	\$5,266
Each Child	N/A	\$2,000	\$954	\$2,954

Costs are subject to change.

G. 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 DS-2019(s).

H. Exchange Visitor's Supervisor

This is the individual who will oversee EV's program at Cal State L.A. and will act as a point of contact for IPS concerning the EV.

The Supervisor must notify IPS 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 Department of Homeland Security and Department of State in a timely manner.

The sponsoring department must notify IPS if the EV is not able to enter the U.S. within 25 days after the starting date of the DS-2019. A new DS-2019 must be issued and sent to the EV.

I. Approvals

No request for a DS-2019 can be processed without the required signatures.

The signature certifies that the person named thereon 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 signature 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.