



New/ Returning J-1 Scholar DS-2019 Request Form

Instructions: Complete page 1 - 4 of this form and submit it along with the required supporting documentation to matt.walters@calstatela.edu. Complete page 5 only if applicable. [Requests for DS-2019 should be submitted by the sponsoring faculty not less than 3 months prior to the proposed J-1 start date.](#)

If the J-1 applicant is currently in the US or is married to a US citizen, please contact Matthew Walters in the ISSO before completing this application. If the scholar has been appointed to a tenure or tenure-track position at Cal State LA, contact the ISSO for further guidance.

A. J-1 Applicant Biographical Information

Please enter all biographical information exactly as it appears on the passport biographical page. Include a copy of the passport and the applicant's CV or resume with the request.

Full Name:

Given Name

Surname/Family Name

Preferred Name:

Male ☐

Female ☐

Date of birth:

mm/dd/yyyy

City of birth:

Country of birth:

Country of Citizenship:

Country of Legal Permanent Residence:

Passport Number:

Passport Issuance Date:

Passport Expiration Date:

Highest Degree Obtained:

In what field?:

Last position in home country:

Name of Employer/Institution:

Visiting Scholar's email address:

If the scholar is married and/or has children, will the dependents require J-2 status?

Yes ☐

No ☐

Please complete the J-2 Dependent Application for each dependent, and include copies of their passport bio pages

B. J-1 Applicant Contact Information in home country

Street Address:

Emergency Contact Name

Apartment number

City

Emergency Contact Email Address

State/Province

Country

Emergency Contact's Phone Number

ZIP/Postal Code

C. J-1 Applicant US Immigration History

Is the applicant currently in the US?: Yes ☐ No ☐

If yes, what visa status do they currently hold
(i.e. J-1, F-1, B-1/B-2, WB/WT, etc.):

If the applicant has ever been in the US with J-1 status before, please list below. ISSO will need to see a copy of any recent DS-2019

Dates	Visa Sponsor / Institution	J-1 Visa Category (i.e Research Scholar, Student, Professor, Trainee)



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D. Sponsoring Academic Department Information

Department:
No Abbreviations

CSULA School: _____

Dean or Chair: _____

Signature: _____

Sponsoring Faculty Member Name: _____

Phone: _____

Title: _____

Signature: _____

Sponsoring Faculty Member Email: _____

E. J-1 Exchange Visitor Appointment Information

J-1 Applicant's CIN # _____

CIN # will be completed by the ISSO) Job

J-1 Applicant's CSULA Title: _____

Code (if applicable): _____

Brief description of applicant's planned activities

at CSULA and academic field: _____

Dates of Appointment:

Is this a tenure or tenure-track position?: Yes ☐ No ☐

_____ mm/dd/yyyy to _____ mm/dd/yyyy

If the appointment is for 6 months or less, is there any possibility that the department will extend the appointment, or the scholar may wish to remain in the US for more than 6 months?: Yes ☐ No ☐

This is important, as it will help determine the J-1 category. If there is any chance the department may extend this appointment to more than 6 months, the scholar will be put into the Research Scholar/Professor category (5 years maximum stay, will be subject to the 24-Month Bar on Repeat Participation). If there is no chance the scholar will stay for more than 6 months, they will be in the Short-Term Scholar category (6 month maximum stay, no bar on repeat participation but multiple programs cannot be done back-to-back). For more information, contact matt.walters@calstatela.edu.

Primary Site of Activity Location Name (i.e. Department / Institute): _____

Site of Activity Address: _____
Street City Zip

If the J-1 Exchange Visitor will have more than one site of activity, please include information for additional sites:

Additional Site(s) of Activity Name & Address: _____

If the site(s) of activity change at any point, it is imperative that the updated information be shared with OGS Scholar Services.

J-1 Category Requested at CSULA *(Determined by sponsoring department):*

- ☐ 1. Research Scholar/Postdoc
- ☐ 2. Professor/Postdoc
- ☐ 3. Short-Term Scholar

English Language Proficiency:

Per U.S. government guidelines, J-1 Exchange Visitors must possess sufficient proficiency in the English language to participate in their program and function on a day-to-day basis. Exchange Visitors must provide verifiable evidence of their English language proficiency through:

- a recognized English language test,
- by signed documentation from an academic institution or English language school,
- or through a documented interview conducted by www.english3.com
 - *Visiting Exchange Visitors are responsible for the cost and ensuring they select Cal State LA as their intended school sponsor when taking the exam.*

English3 conducts a virtual conversational interview exam specially designed for J-1 Research Scholars – and sends the test results and video of the interview directly to the ISSO when completed. **Failure to speak conversational English is grounds for termination of J-1 status.**

TOEFL iBT score of 80 or an IELTS score of 6.0 (submit copy of test score with this form)

J-1 Screening Questions *(this section must be completed by the head researcher or faculty advisor)*

To be completed for the following categories: Research Scholars, Short-Term Scholars, and Non-Degree Students conducting full time research

1. Are there any personnel restrictions for this project based on nationality?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are there any publication restrictions on the output of this research?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will the beneficiary be provided access to any of the following:		
a) Technology or information marked export-controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Sponsor or third-party proprietary or confidential materials, information, or software?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Encryption source code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Equipment or information specifically designed or developed for military or space applications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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F. Financial Information

Will the scholar be paid?

 Yes ☐ No ☐

 If **yes**, please include a copy of the scholar's employment offer/appointment letter.

All Visiting Scholars must be able to demonstrate a minimum of \$2,400/month in funding, plus additional funding for any dependents (additional \$750/month for a spouse and \$400/month per child). Refer to the chart below to determine how much funding, per month, is required.

# of Children	Scholar, No Spouse	Scholar + Spouse
0	\$2,400 / month	\$3,100/ month
1	\$2,800 / month	\$3,550 / month
2	\$3,200 / month	\$3,950 / month
3	\$3,600 / month	\$4,350 / month
4	\$4,000 / month	\$4,750 / month

Please complete the chart below and attach proof of funding. If the original document is not in English/USD, please include the original and a translation/conversion. Translations do not need to be certified, and www.xe.com can be used for conversions.

Source	Amount	Time Period (month, year)
CSULA funding	\$ per	
Personal Funding (i.e. bank statements)	\$ per	
Other organizational funding (scholarships, fellowships, salary). • Organization name(s):	\$ per	
US Government agency funding • Agency name:	\$ per	
Scholar's government funding	\$ per	

G. Health Insurance

Federal regulations require that all J-1 exchange visitors and J-2 dependents have health insurance that meet specified minimum requirements. Coverage must run for the entire duration of the exchange visitor's program in the US. Failure to maintain adequate insurance coverage is a violation of US government regulations can result in termination of J-1/J-2 status. The J-1 scholar will be required to show proof of adequate insurance upon arrival to the US. Please refer to the CSULA Health Insurance Policy on page 7 for more information about J health insurance regulations.

H. Supporting Documents

Signed Verification of English Language Proficiency CV/

Resume

Passport Biographical Page

Proof of CSULA affiliation and funding:

- o **If scholar is paid by CSULA:** A copy of the scholar's offer/appointment letter on departmental letterhead, detailing dates and funding
- o **If scholar is not paid by CSULA:** Visiting Scholar Application approved by Academic Department and financial documents, in English and USD\$ (see Section F).

If any family members will be accompanying the scholar and need J-2 status, include copies of each dependent's passport biographical page, as well as the J-2 Dependent Application Form (page 4).

If the scholar is transferring to CSULA, you must include copies of their current immigration documents (I-94 record, DS-2019 form, and J-1 visa stamp) as well as the Transfer In J-1 Scholar Form (page 5).

J-2 Dependent Application for Spouse/Children

Dependents

J-2 visa sponsorship can only be provided for legally married spouses or children (unmarried, under the age of 21) of J-1 scholars. If any family members will need J-2 status, please complete the chart below. Please provide copies of each dependent's passport biographical page. If the J-1 applicant is married to a US citizen, please contact matt.walters@calstatela.edu before completing this form.

	Dependent 1	Dependent 2	Dependent 3
Given (first) name			
Middle name			
Surname (last/family name)			
Relationship (Spouse or Child?)			
Gender (Male or Female?)			
Date of birth (mm/dd/yy)			
City of birth			
Country of birth			
Country of citizenship			
Country of legal permanent residence			
Arriving with scholar (yes/no) <i>If no, include estimated arrival date</i>			
Dependent email			

Reminder: All CSULA scholars must be able to demonstrate a minimum of \$2,400/month in funding, plus additional funding for any dependents (additional \$750/month for a spouse and \$400/month per child). Refer to the chart in Financial Information Section of the J-1 Scholar DS-2019 Request Form to determine how much funding, per month, the J-1 applicant and their family must demonstrate for the duration of their J-1 program.

Transfer In J-1 Scholar Form

In addition to the New/Returning J-1 Scholar DS-2019 Request form, you must complete this form **only if the J-1 applicant is currently in the US in J-1 status** (*Research Scholar, Professor, Short Term Scholar, or Specialist category*) and wishes to transfer their J-1 status to CPP. We will need the name and contact information of their current J-1 advisor RO/ARO (from the international or immigration office at their current institution). Please also attach copies of the applicant's current immigration documents (*DS-2019 form, J-1 visa stamp, and most recent I-94 admission record*).

A. Scholar Information

Full name: _____
Given Name Surname/Family Name

SEVIS ID Number (found on Form DS-2019, begins with N): _____

Current DS-2019 start date: _____ Current DS-2019 end date: _____
mm/dd/yyyy mm/dd/yyyy

J-1 Exchange Visitor Category (as listed in Section 4 of the DS-2019 form): _____

Field of research/activity at current institution (as listed in Section 4 of the DS-2019 form): _____

Number of J-2 dependents accompanying the J-1 scholar in the US: _____

The J-1 applicant has confirmed that they have notified their current sponsor and academic department/school of their intent to transfer to a new J-1 sponsor. Yes No

Has the scholar received a recommendation for the Home Residency Requirement (212e) waiver? Yes No

B. Transfer Information

Name of current sponsoring institution: _____

Host Department at current sponsor: _____

Requested Date of Transfer: _____

J-1 Advisor (RO/ARO) Name: _____

J-1 Advisor (RO/ARO) Email: _____ J-1 Advisor (RO/ARO) Phone: _____