



# EXCHANGE VISITOR (J-1) APPLICATION FORM

Request for Issuance of Form DS-2019  
for International Faculty, Staff, Researcher, or Intern

## DEPARTMENT INFORMATION

Department: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Dept. Contact: \_\_\_\_\_ Faculty Host: \_\_\_\_\_

To whom should OIP send the Form DS-2019?  The Dept. Contact above  The Exchange Visitor at address below

Other \_\_\_\_\_

FEDEX: Department's FedEx account number to charge for express shipping charges: \_\_\_\_\_

Has your department cleared this appointment with Human Resources and the Office of Equal Opportunity?  Yes  No  N/A

**Certification:** As faculty host, I accept responsibility for ensuring this form's accuracy, for ensuring that the Exchange Visitor checks in with OIP upon arrival, for assisting the Exchange Visitor in finding housing, and for reporting to OIP her/his termination or early departure.

\_\_\_\_\_  
*Signature of Faculty Host*

\_\_\_\_\_  
*Date*

## EXCHANGE VISITOR INFORMATION

Name: \_\_\_\_\_  
*Family / Last Name* *Given / First Name* *Middle Name*

Date of Birth: \_\_\_\_\_ Gender:  Female  Male

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Legal Permanent Residence: \_\_\_\_\_

Professional Position in Home Country: \_\_\_\_\_

If employed, the Employer is:

Educational Institution  Private Business  Central Government  State/Provincial Government  City Government  International Organization

If a Student, current educational level is:  Undergraduate  Graduate Actual or expected graduation date: \_\_\_\_\_

If a Student, is the activity fulfilling an internship requirement at the exchange visitor's home institution:  Yes  No

Has the visitor been in the U.S. in J-1 status in the last 12 months?  No  Yes *(If yes, please provide copies of all DS-2019 forms.)*

Address of Visitor: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please briefly describe the scholar's activity; mention the field in which the activity will take place (e.g. oceanography, art history, nutrition):

\_\_\_\_\_  
\_\_\_\_\_

Address where the activity will take place: \_\_\_\_\_

**Dates of Visit:** Begin \_\_\_\_\_ End \_\_\_\_\_

**FINANCIAL SUPPORT** (For entire period stated above. Give name of agency, organization or government, if any):

Have you received funding specifically designated for International Exchange from one or more U.S. Government Agency(ies) to support this exchange visitor? Yes  (please list them below) No

- University of Maine      Amount in US\$ for period stated above:      \$ \_\_\_\_\_
- Personal Funds      Amount in US\$ for period stated above:      \$ \_\_\_\_\_
- U.S. Government Agency: \_\_\_\_\_      \$ \_\_\_\_\_
- International Organization: \_\_\_\_\_      \$ \_\_\_\_\_
- Foreign/Home Government: \_\_\_\_\_      \$ \_\_\_\_\_
- Other (specify): \_\_\_\_\_      \$ \_\_\_\_\_
- TOTAL** for period of visit:      \$ \_\_\_\_\_

What housing arrangements will be made for this exchange visitor? \_\_\_\_\_

**HEALTH INSURANCE:** U.S. immigration regulations and UMaine policy require all J-1 Exchange Visitors to be covered by specific levels of insurance. How will this exchange visitor and her/his dependents (if any) be covered?

- University of Maine\***     **Visitor's Own**     **Other:** \_\_\_\_\_

*\* Please contact the University of Maine Benefits Office for more information about coverage for visitors.*

**SUGGESTED CATEGORY**

Please suggest an Exchange Visitor Category. Though OIP will make the final decision, your choice will assist us. Please see the attached *Exchange Visitor Application Information* sheet for definitions and more information.

- Short-Term Scholar (6 month maximum stay)       Professor (5 year maximum stay)
- Research Scholar (5 year maximum stay)       Specialist (12 month maximum stay)
- Intern (12 month maximum stay)
- Non-degree student with a specific program of study (24 month maximum stay)
  - Student will enroll in full time course load
  - Student will enroll part time or not at all but will pursue activities outlined in faculty host letter. Please see criteria for "Program of Study Letter" in exchange visitor application information sheet.

**DEPENDENTS**

If a spouse and/or children will accompany the Exchange Visitor, please provide the information in the appropriate space below. A separate Form DS-2019 may be requested if dependents will join the Exchange Visitor after her/his arrival.

	<i>Dependent 1</i>	<i>Dependent 2</i>	<i>Dependent 3</i>	<i>Dependent 4</i>
Family Name:	_____	_____	_____	_____
First Name(s):	_____	_____	_____	_____
Date of Birth:	_____	_____	_____	_____
City of Birth:	_____	_____	_____	_____
Country of Birth:	_____	_____	_____	_____
Country of Citizenship:	_____	_____	_____	_____
.. of Permanent Residence:	_____	_____	_____	_____
Relationship:	_____	_____	_____	_____

## EXCHANGE VISITOR APPLICATION CHECKLIST

The following information is required for issuing Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) Status*, to international (nonimmigrant) visitors who will be collaborating with University of Maine faculty as scholars, researchers, professors or specialists. **Please submit necessary documents** to the Office of International Programs (OIP), 100 Winslow Hall.

1. Exchange Visitor Application Form, completed and signed by faculty host.
2. Copy of invitation letter from faculty host or department to the visitor. Include terms of payment (department salary, personal funding, etc.).
3. Visitor's C.V. or resume.
4. Copy of visitor's and accompanying dependent's passport biographical page.
5. Unites States immigration law requires J-1 exchange visitors to have adequate health insurance coverage. The visitor may show proof of coverage from her/his home country, payable in the United States, OR may purchase coverage here. Depending on the length of stay and the type of appointment, it may be possible for the visitor to purchase University health coverage through the University Benefits Office. All dependents must have adequate health coverage also.
6. Financial support related to the visitor's stay must be equivalent to \$1500 per month or more. An additional \$400 per month must be documented for a dependent. If the department will not pay the visitor or will pay less than the necessary amount, the visitor must document the full or additional amounts. Documentation might include a letter from home employer guaranteeing income, a personal bank letter, grant award, etc.
7. Immigration documents are sent by U.S. mail. A department wishing faster service must provide a Federal Express account number for payment of express service.
8. OIP will process immigration documents within a few days of receiving completed information. However, with mail time, consular processing of the visa and other factors, departments should expect a minimum of six weeks to get a visitor to campus.
9. The faculty host is responsible for providing office/lab space and helping the visitor locate housing.

**IMPORTANT:** Once the Exchange Visitor arrives at the University of Maine, it is essential that he or she makes and appointment to see the International Student & Scholar Advisor at OIP. Copies of documents will be made, which is required by regulation, and a brief orientation/overview of immigration responsibilities will be given. This must be done within 10 days of arrival to ensure timely reporting to the US government SEVIS (Student & Exchange Visitor Information System) database.

# Exchange Visitor (J-1) Category Definitions

Federal regulations define certain "categories" of eligibility for J-1 exchange visitor status. The Office of International Programs (OIP) has governmental approval to sponsor exchange visitors in the following categories: (1) **Short-term Scholar**, (2) **Research Scholar**, (3) **Professor**, (4) **Specialist**, and (5) **Student** (both degree and non-degree). The categories are defined below.

1. **Short-term Scholars** are defined as "scholars coming to the United States for a period of up to six months to lecture, observe, consult, and to participate in seminars, workshops, conferences, study tours, professional meetings, or similar types of educational and professional activities." [22 CFR 62.4] ***No extensions beyond 6 months are permitted.***
2. **Research Scholars** are persons who are primarily engaged in research. They may also teach. *Research Scholars may participate in the exchange visitor program for up to five years. One extension of six months past the five-year period is possible without consulting the Department of State.*
3. **Professors** are persons who are primarily engaged in teaching. They may also engage in research. J-1 professors may not be appointed to tenure-track positions. ***Professors are subject to the same length of stay and extension provisions as research scholars.***
4. **Specialists** are defined as "experts in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills." [22 CFR 62.4] ***Specialists may participate in the exchange visitor program for no more than 12 months.***
5. **Non-degree exchange students.** In general, immigration documentation for incoming students is handled by OIP. However, this category can be used – in a limited fashion – for persons who are students in their own country and who are coming to participate in research or a University of Maine internship as long as there is a specified program of study. A program of study does not always include class work. Please consult with the International Student & Scholar Advisor at OIP for more information.
6. **Student Intern** Participation in the Student Intern subcategory is available only to foreign students currently enrolled and pursuing a degree at a post-secondary academic institution outside the United States, whose U.S. internship will "fulfill the educational objectives for his or her current degree program at his or her home institution." Student interns may participate in a student internship program for up to 12 months for each foreign degree/major.



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