



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

Instructions: Complete page 1 & 3 of this form and submit it along with the required supporting documentation to haichaowang@cpp.edu. Complete pages 4 and 5 only if applicable. Requests for DS-2019 should be submitted by the sponsoring faculty at least 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 Arthur Wang in the ISSO before completing this application. If the scholar has been appointed to a tenure or tenure-track position at CPP, 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: _____ City of birth: _____ Country of birth: _____
mm/dd/yyyy

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: _____

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

Residential address in home country to which the applicant will return: _____

Emergency contact name: _____ Relationship: _____

Emergency contact telephone: _____ Emergency contact email: _____

What language(s) does emergency contact speak? _____

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

CPP School : _____ CPP Department: _____

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 CPP ID # _____ (Bronco ID # will be completed by the ISSO)

J-1 Applicant's CPP Title: _____ Job Code (if applicable): _____

Brief description of applicant's planned activities at

CPP and academic field: _____

Is this a tenure or tenure-track position?: Yes No Dates of CPP Appointment: _____
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 haichaowang@cpp.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.

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F. Financial Information

Will the scholar be paid by CPP? Yes No

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

All CPP scholars must be able to demonstrate a minimum of \$4,000/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

# of Children	Scholar, No Spouse	Scholar + Spouse
0	\$4,000 / month	\$4,750/ month
1	\$4,400 / month	\$5,150 / month
2	\$4,800 / month	\$5,550 / month
3	\$5,200 / month	\$5,950 / month
4	\$5,600 / month	\$6,350 / 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)
CPP funding	\$ _____ per	
Personal Funding (i.e. bank statements)	\$ _____ per	
Other organizational funding (scholarships, fellowships, salary). • <i>Organization name(s):</i>	\$ _____ per	
US Government agency funding • <i>Agency name:</i>	\$ _____ 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 meets 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 CPP 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 CPP affiliation and funding:

- o **If scholar is paid by CPP:** A copy of the scholar's CPP offer/appointment letter on departmental letterhead, detailing dates and funding
- o **If scholar is not paid by CPP:** 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 CPP, please also 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 haichaowang@cpp.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 CPP 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: _____