



INTERNATIONAL PROGRAMS

COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA • (970) 491-5917 • international.colostate.edu

J-1 EXCHANGE VISITOR DS-2019 REQUEST PACKET

The J-1 Exchange Visitor Program was created as part of the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall goal of the act, and of the Exchange Visitor Program, is to “increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges [22 CFR § 62.1(a)].

CSU’s International Student and Scholar Services office can create DS-2019 immigration documents to assist prospective exchange visitors in applying for a J-1 visa. Exchange visitors at CSU are typically engaged in research, teaching, consulting, observing, or demonstrating special skills.

The process for bringing an exchange visitor to CSU is as follows:

1. The prospective exchange visitor must complete Section A (pages 3-5) of this DS-2019 request packet.
2. The department sponsor must complete Section B (pages 6-11).
3. The department head must sign page 9 to confirm support of the proposed exchange visit.
3. The department sponsor must forward the completed DS-2019 request packet to International Student and Scholar Services (ISSS) at iss@colostate.edu or campus delivery 1024.
4. All supporting documents outlined on page 2 of this packet must be included.
5. After receiving a completed DS-2019 request packet and all supporting documents, ISSS will process a DS-2019 immigration document, which the visitor can use to apply for a J-1 visa at the U.S. consulate in his/her home country.

To allow the visitor sufficient time to apply for a visa, ISSS must receive the completed request packet a minimum of 8 weeks prior to the requested program start date.



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J-1 EXCHANGE VISITOR DS-2019 REQUEST PACKET: REQUIRED SUPPORTING DOCUMENTS

The following items must accompany this packet:

Proof of payment of the administrative fee (see below)

Visitor's passport identity page (and passport identity pages for dependent family members if applicable)

Documentation of funding (see page 4)

Assessment of exchange visitor's English language proficiency (see pages 7-8)

The inviting department will need to assign a CSU ID number for the visitor by entering the visitor's information into Oracle (employee/associate). The name, date of birth, and gender must be entered exactly as they appear on the visitor's passport.

Export compliance questionnaire, if applicable (see pages 10-13)

For visitors transferring from another U.S. institution, copy(ies) of current DS-2019

ISSS must receive the completed request packet a minimum of 8 weeks prior to the requested program start date.

ISSS Administrative Fee

Research Scholar/Professor/Specialist Category: \$250

Short-Term Scholar Category for Period of 4 Weeks or Longer: \$250

Short-Term Scholar Category for Period of Less than 4 Weeks: \$100

Payment Methods:

Departments: The administrative fee may be paid by the hosting department by Internal Order through the University Kuali System Attn: International Student and Scholar Services (Provide copy of IO document with DS-2019 request packet) or by credit card (Include a copy of the credit card receipt).

Visitors: [May pay by credit card on our secure online payment system](#) (Choose "ISSS" and then "Initial DS-2019" for the requested category)



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SECTION A (To be completed by exchange visitor)

Purpose of DS-2019 (please check one):

Begin new program

Transfer of J-1 record to CSU from another U.S. institution (attach a copy of current DS-2019)

Personal Information (exactly as listed on your passport):

Last (Family) Name: _____

First (Given) Name: _____ Middle Name: _____

Male Female Date of Birth (month/day/year): _____

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of Permanent Residence: _____

Email Address: _____

CSU Program and Sponsor Information:

Name of the faculty member at CSU who will be hosting you: _____

Name of the department at CSU where you will be working: _____

Current or Most Recent Position/Occupation in Home Country:

Student If student, name of university: _____

Highest degree level earned: Bachelor's Master's PhD

Employed If employed, name of employer: _____

Highest degree level earned: Bachelor's Master's PhD

Employer type: Government Public Private Non-Profit

Other (please specify) _____

Previous Time in J Visa Status

Have you been in the U.S. in any J visa status (including J-2) in the past 12 months? Yes No
If yes, please provide a copy of your previous DS-2019.

Have you been in the U.S. in the J-1 Research Scholar/Professor category in the past 24 months? Yes No
If yes, please provide a copy of your previous DS-2019.

SECTION A

Financial Support Information

Before a DS-2019 document can be issued, you must provide proof of adequate financial support with this application.

<u>MINIMUM FUNDING REQUIREMENTS FOR J-1 EXCHANGE VISITORS:</u>		
ESTIMATED COSTS:	LIVING EXPENSES PER MONTH	LIVING EXPENSES PER YEAR
Research Scholar/Professor/Short Term Scholar/Specialist	\$1450.00	\$17400
ADDITIONAL EXPENSES:		
Spouse	\$700.00	\$8400.00
Child	\$430.00	\$5160.00

Indicate the source of funding below.

If these documents are not in English, please provide a translated copy in English.

FUNDING SOURCE	AMOUNT OF FUNDING FOR ENTIRE PERIOD OF THE J-1 PROGRAM
CSU Funding Include a copy of the offer letter.	\$ _____ USD
Exchange Visitor's Government Include documentation on official letterhead. Letter must include the full amount being given to the visitor and must include dates of sponsorship.	\$ _____ USD
Other Organization Include documentation on official letterhead. Letter must include the full amount being given to the visitor and must include dates of sponsorship.	\$ _____ USD
Personal Funds Include a bank statement dated within the past 6 months. Statement must include: <ul style="list-style-type: none"> • Name of account holder • Name of bank • Type of currency • Amount of money in the account • If account holder is someone other than the prospective scholar, include a letter from the account holder confirming s/he will pay for the scholar's expenses. 	\$ _____ USD
Sabbatical Leave Salary Include documentation on employer letterhead.	\$ _____ USD

SECTION A

Dependent Family Members Information

Are you bringing any family members with you? Yes No

If yes, please provide their information below and attach copies of their passport identity pages (If additional space is needed, please reprint this page.) Please provide funding documentation to cover the costs of all dependents.

SPOUSE (Name as it appears on Passport)			
FAMILY NAME			
FIRST NAME			
MIDDLE NAME			
GENDER		DATE OF BIRTH (mm/dd/yyyy)	
CITY OF BIRTH		COUNTRY OF BIRTH	
COUNTRY OF CITIZENSHIP		COUNTRY OF PERMANENT RESIDENCE	
E- MAIL			

CHILD (Name as it appears on Passport)			
FAMILY NAME			
FIRST NAME			
MIDDLE NAME			
GENDER		DATE OF BIRTH (mm/dd/yyyy)	
CITY OF BIRTH		COUNTRY OF BIRTH	
COUNTRY OF CITIZENSHIP		COUNTRY OF PERMANENT RESIDENCE	

CHILD (Name as it appears on Passport)			
FAMILY NAME			
FIRST NAME			
MIDDLE NAME			
GENDER		DATE OF BIRTH (mm/dd/yyyy)	
CITY OF BIRTH		COUNTRY OF BIRTH	
COUNTRY OF CITIZENSHIP		COUNTRY OF PERMANENT RESIDENCE	



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SECTION B (To be completed by CSU academic department who will be hosting exchange visitor)

Exchange Visitor Category: Please check which J-1 category you are requesting:

Contact ISSS with any questions about which category to select. See a category comparison chart [here](#).

Research Scholar – Primary activity: research. Maximum time allowed: 5 years. (Note: Scholar will be subject to a 24 month bar on repeat participation in this category upon completion of J program)

Professor – Primary activity: teaching. Maximum time allowed: 5 years. (Note: scholar will be subject to a 24 month bar on repeat participation in this category upon completion of J program).

Short-Term Scholar – Primary activity: lecture, consulting, research, or attendance at a seminar, conference, or study tour. Maximum time allowed: 6 months. No extensions.

Specialist – For experts in a specialized field to observe, consult, or demonstrate special skills. Maximum time allowed: 1 year. No extensions. (Note: the Specialist category should not be used for visits that could be covered by the Research Scholar, Professor, or Short-Term Scholar categories. Please consult with ISSS before selecting this category.)

Exchange Visitor's Name: _____ **CSU ID Number:** _____

Date of Appointment/Stay at CSU (must match invitation and available funding dates. Do not include travel. Requested start date must be a minimum of 8 weeks into the future.)

From (month/day/year): _____ **To (month/day/year):** _____

Sponsoring departments have the responsibility to ensure that program activities are suitable for the exchange visitor's background, needs, and experience. Provide a brief and concise description of proposed activities of the visitor's program below. Please write legibly:

Site of Activity (physical location where exchange visitor will be conducting his/her program. Copy this page if visitor will be working at more than one location.)

Street Address: _____

Department/Location Name: _____

City: _____ State: _____ Zip Code: _____

SECTION B

ENGLISH PROFICIENCY POLICY FOR J-1 EXCHANGE VISITORS

The U.S. Department of State mandated that J-1 exchange visitors including short-term scholars, research scholars, professors, specialists, and student interns, have sufficient English proficiency [22 CFR §62.10(a)(2)].

Sponsors must establish and utilize a method to screen and select prospective exchange visitors to ensure that they are eligible for program participation, and that:

- (1) The program is suitable to the exchange visitor's background, needs, and experience; and
- (2) The exchange visitor possesses sufficient English proficiency as determined by an objective proficiency measurement to successfully participate in his or her program and to function successfully on a day-to-day basis.

The host faculty member must verify an applicant's 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 the sponsor either in person or by videoconferencing, or, if videoconferencing is not possible, by telephone. If the host faculty member cannot firmly establish sufficient English proficiency, then it is not appropriate to request a DS-2019 for the J-1 exchange visitor, as s/he is not eligible for J-1 status.

To comply with this regulation, host faculty must submit documentation of a prospective J-1 scholar's English proficiency as part of the DS-2019 request process. ISSS will not issue a DS-2019 without valid documentation.

The English Proficiency Requirement can be satisfied by submitting documentation of at least one of the following:

- 1) Documentation that the prospective J-1 exchange visitor is a Native English speaker from Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, Great Britain, Ireland, New Zealand, Nigeria, Scotland, Singapore, South Africa, or Zimbabwe.
- 2) Copy of diploma from U.S. institution or foreign institution where instruction occurred in English. Degree must have been earned within the last five years.
- 3) Copy of official scores from one of the following English language tests taken within the last two years and meeting the stated minimum score noted below:

Language Assessment	Minimum Score	Website
TOEFL iBT/PB	79/550	https://www.ets.org/toefl/ibt
IELTS	6.5	http://www.ielts.org/

- 4) A signed letter from an academic institution or English language school that is internationally recognized indicating prospective exchange visitor's level of English proficiency. The letter must be dated within the last two years, state the dates when the potential scholar attended the institution or school, and affirm that the prospective exchange visitor achieved at least intermediate level skills.
- 5) J-1 English Proficiency Interview Assessment Report (see template on next page) from an interview conducted in English by host faculty member with the prospective exchange visitor. The interview can be conducted in person, via Skype or other videoconferencing method, or if videoconferencing is not available, telephone. The host faculty conducting the interview must be proficient in English. The interview should be assessed according to the TOEFL Independent Speak Rubric Scoring Standards: https://www.ets.org/s/toefl/pdf/toefl_speaking_rubrics.pdf.

SECTION B

ENGLISH PROFICIENCY INTERVIEW ASSESSMENT REPORT

Prospective Exchange Visitor: _____ Country of Citizenship: _____

Host Faculty Name: _____ Department: _____

Date of Interview: _____

Interview Method: In Person By Videoconferencing By Telephone

Interviewer must provide a score from the TOEFL Independent Speaking Rubric (scoring standards), which can be found here: https://www.ets.org/s/toefl/pdf/toefl_speaking_rubrics.pdf (A score of 3 or higher is required).

Question	Score	Assessment Comments
Why have you chosen Colorado State University to pursue your exchange visit?		
How do you think that the time you spend at Colorado State University will benefit you personally and professionally?		
What do you think will be the most challenging aspect of living and working in the U.S.?		
What interests do you have outside of work?		
Please enter additional information or comments used to gauge whether the prospective scholar will be able to function on a day to day basis in the U.S. and this specific J program.		

Host Faculty's Overall Assessment

Host Faculty Member's Signature: _____

SECTION B

Mailing Information

After International Student and Scholar Services has issued a DS-2019 immigration document, it must be mailed to the visitor before the visitor can apply for a J-1 visa. U.S. Department of State regulations prohibit DS-2019 documents from being sent electronically. ISSS is not able to pay international shipping charges.

Please choose the preferred mailing option:

Department will mail the DS-2019 to the visitor.

Contact person to be notified when DS-2019 is ready to be picked up: _____

ISSS will mail the DS-2019 to the visitor, and the department will pay for mailing.

CSU account number for charges (required if department will pay): _____

ISSS will contact the visitor to obtain the correct mailing address.

ISSS will mail the DS-2019 to the visitor, and the visitor will pay for mailing.

ISSS will contact the visitor with instructions.

CSU Hosting Department Attestations

The department and faculty sponsor assume responsibility for ensuring that (please check all):

The department will provide the exchange visitor with office space, cultural programming, and support for the duration of the program;

The proposed J-1 program is not for a tenure-track or tenured faculty appointment;

The exchange visitor has at least a bachelor's degree (or equivalent) and the experience required to fulfill the objectives of the proposed J-1 program;

The department will not send copies of the DS-2019 by fax or email; and will make every effort to ensure no copies of the DS-2019 are made available to any entities including the exchange visitor;

The department will contact International Student and Scholar Services with any concerns about the exchange visitor's welfare or any updates to the exchange visitor's program;

The department will uphold all J-1 immigration regulations; and

All the information provided in this DS-2019 request packet is true and accurate.

Name of Hosting Supervisor: _____

Department: _____

Signature: _____

Email: _____ **Phone:** _____

Department Head Signature: _____ **Date:** _____

Print Name: _____

SECTION B

EXPORT COMPLIANCE QUESTIONNAIRE

The following colleges must complete this form as part of CSU's export review process before a J-1 Exchange Visitor's DS-2019 application can be processed: College of Engineering, College of Veterinary Medicine and Biomedical Sciences, and College of Natural Sciences.

If you have any questions, or need assistance in the completion of this form, please contact the Export Control Administrator, 491-1563, or scot.allen@colostate.edu.

Information about proposed Exchange Visitor:

Full Name: _____ Country of Citizenship: _____

CSU Department (where EV will be working): _____

EV's CSU Supervisor: _____

Departmental Contact if other than Supervisor: _____

Please answer each question completely to the best of your knowledge at this point in time:

1. Most recent university or institution outside the U.S.: _____

2. The EV will participate in:

Sponsored research

Sponsor(s) name: _____

Non-funded research (includes internal funding from CSU)

Research related activities (data analysis, lab assistant, technician, etc)

No exposure to research, the transfer of technical data or technology, or laboratory related duties

3. Describe the duties or research the EV will perform:

4. Is the EV a citizen of, or ever been a citizen of, Cuba, North Korea, Iran, Syria, Sudan, or China?

No Yes

5. For those applicants not only participating in “fundamental research in science and engineering where the results are or will be published broadly among the scientific community” please check all items below, if any, that apply (keyword definitions below):

Research under an existing Technology Control Plan (TCP)*

Publication preapproval or publication restrictions by sponsor

Restrictions and/or pre-approval of foreign national participation by sponsor

Access to and/or creation of encryption items*, software or encryption technology

Access to and/or creation of ITAR* export-controlled items, technical data*, software, or technology

Access to and/or creation of potential defense articles* or defense services*

Access to and/or creation of EAR* export-controlled items, technical data*, software, or technology

Export* of any physical item, or transmission of technical data, to a foreign country or person

6. Additional Information or Comments:

To the best of my knowledge as of this date, I attest that the information provided is true and accurate.

Supervisor Signature: _____ Date: _____

Email: _____ Phone: _____

Person completing form if other than supervisor (name, title, and email):

Please submit this completed form to International Student and Scholar Services rather than sending it directly to CSU's Export Control Administrator.

SECTION B

EXPORT COMPLIANCE QUESTIONNAIRE INSTRUCTIONS AND DEFINITIONS

Form should only be completed by applicant's direct supervisor, or a person with intimate knowledge of the work that will be performed by the applicant. Signature indicates responsible party of applicant's work.

Please do not leave any blanks. If a question does not apply, indicate "N/A." If a question will apply in the future, but the details are unknown at the present time, indicate "TBD."

Question #2: If you expect the applicant to work on a sponsored project now or in the future, but the sponsor is unknown at the present time, write TBD on the sponsor line.

Question #3: Please describe the topic and purpose of the research and the associate duties of the applicant.

Question #4: If citizenship is unknown, contact the Office of International Programs for assistance.

Question #5: Definitions of key terms used are below.

Question #6: If needed, provide further explanation about any answer that you gave, or additional information that may be helpful in the review process.

Key Terms Definitions:

ITAR: International Traffic in Arms Regulations control items, services, and technical data that have a *military or space-related* application.

EAR: Export Administration Regulations control dual-use items and technology. Dual-use items are non-military in purpose, but could be modified or utilized for military purposes. While this term is used informally to describe items that are subject to the EAR, purely commercial items are also subject to the EAR.

Export: Under the ITAR *Export* means:

- 1 Sending or taking a defense article out of the United States in any manner, except by mere travel outside of the United States by a person whose personal knowledge includes technical data; or
- 2 Transferring registration, control or ownership to a foreign person of any aircraft, vessel, or satellite technology covered by the U.S. Munitions List, whether in the United States or abroad; or
- 3 Disclosing (including oral or visual disclosure) or transferring in the United States any defense article to any agency or subdivision of a foreign government; or
- 4 Disclosing (including oral or visual disclosure) or transferring technical data to a foreign person, whether in the United States or abroad; or
- 5 Performing a defense service on behalf of, or for the benefit of, a foreign person, whether in the United States or abroad.

Under the EAR *Export* means:

- 1 An actual shipment or transmission of items out of the United States.
- 2 Furnishing technical data allowing an individual to develop or produce controlled technology.
- 3 Furnishing technical data which allows an individual to do **all** of the following: operate, install, maintain, repair, overhaul, and refurbish a controlled piece of equipment.

Defense Article: (ITAR): Any item or technical data recorded or stored in any physical form, models, mock-ups or other items that reveal technical data directly relating to any item on the United States Munitions List (USML) ITAR Part 121.

Defense Service (ITAR):

- 1 The furnishing of assistance (including training) to foreign persons, whether in the United States or abroad in the design, development, engineering, manufacturing, production, assembly, testing, repair, maintenance, modification, operation, destruction, **or** processing of defense articles.
- 2 The furnishing to foreign persons of any ITAR-controlled technical data, whether in the United States or abroad.
- 3 Military training of foreign units and forces, regular and irregular, including formal or informal instruction of foreign persons in the United States or abroad, or by correspondence courses, technical, educational, or information publications and media of all kinds, training aids, orientation, training exercise, and military advice.

Encryption Items (EAR): The phrase encryption items include all encryption commodities, software, and technology that contain encryption features and are subject to the EAR. This does not include encryption items specifically designed, configured, adapted or modified for military applications (including command, control and intelligence applications), which are controlled by the Department of State on the U.S. Munitions List, under the ITAR.

Technical Assistance (EAR): May take forms such as instruction, skills training, working knowledge, consulting services. "Technical assistance" may involve transfer of "technical data."

Technical Data:

As defined in the ITAR:

- 1 Information other than software, which is required for the design, development, engineering, manufacturing, production, assembly, testing, repair, maintenance, modification, operation, destruction, or processing of defense articles. This includes information in the form of blueprints, drawings, photographs, plans, instructions and documentation.
- 2 Information covered by an invention secrecy order.
- 3 Classified information relating to defense articles.
- 4 Software directly related to defense articles.
- 5 This definition does not include information concerning general scientific, mathematical or engineering principles commonly taught in schools, colleges, and universities.

As defined in the EAR:

Blueprints, plans, diagrams, models, formulate, tables engineering designs and specifications, manuals and instructions written or recorded on other media or devices such as disk, tape, read-only memories.

Technology (EAR): Specific information necessary for the development, production, or use of a product.

Technology Control Plan (TCP): A Technology Control Plan (TCP) is a compliance document developed between the Principal Investigator and the Export Control Administrator. The TCP states the type of export-controlled information associated with a research project, and the measures and safeguards to be taken by the PI to ensure access to the export-controlled information is managed.

A TCP is required when:

A research project involves the receipt of export-controlled information from an outside party, such as via a nondisclosure agreement or sponsored research agreement. Such a research project is not considered fundamental research and the research results may contain export-controlled information. A project that is unpublished, restricted, proprietary, or classified is not fundamental research.