

Department Application for J-1 Exchange Visitor

EV Name:

Department:

Instructions for requesting that ISFS issue a form DS2019 for a J-1 Exchange Visitor:

- Please review “Bringing an international visitor to Ohio Univeristy”
- Return the completed department application and exchange visitor application by emailing to ISFS@ohio.edu or by hard copy to the ISFS office
- Once completed applications have been received, please allow up to two weeks to process the paperwork and obtain the DS2019
- You will be notified by email once the DS2019 is ready for pick-up
- Please review checklist(s) carefully

Checklist of required forms to be included in J-1 EV application:

To be completed by department:

- Department Information Form (completed by inviting faculty/staff member)
- Exchange Visitor Funding Information (completed by inviting faculty/staff member)
- Department Agreement Form (must include original signatures)
- Exchange Visitor English Proficiency Statement (must include original signatures)
- Copy of Letter of Invitation to prospective exchange visitor

To be completed by prospective visitor:

- Exchange Visitor Application Form
- Dependent Information Form(s), if applicable
- Health Insurance Agreement Form (signed by prospective EV)
- Copy of Biographical page of passport



OHIO
UNIVERSITY

International Student and Faculty Services
Walter International Education Center, 15 Park Place, Athens, OH 45701
T: 740-593-4330 F: 740-593-4328 <http://www.ohio.edu/isfs>

Department Information Form

1. Name of prospective Exchange Visitor: Last: First:

Proposed dates of visit (mm/dd/yy): until

2. Name of Department hosting EV:

Name of inviting faculty/staff member:

E-mail of faculty/staff member: Phone #:

Department contact (required)

E-mail of department contact Phone #:

Appointment Details:

3. Purpose of this form (choose one):
- Invite a new Exchange Visitor
 - Transfer EV from another US location
 - Invite a Returning Exchange Visitor (EV)

Will the EV be employed by Ohio University? YES NO

If yes, please attach an email from your HR liaison who verifies they have approved your department to employ/compensate the EV. Verification of EV's and/or dependents benefits and health insurance is also requested.

Is the EV eligible for extension? YES NO

Primary location where EV will be conducting activities:

Secondary location for activities (if applicable):

Description of proposed activity at Ohio University (e.g., courses taught, research topic), and all cultural activities planned for Exchange Visitor. Include the language(s) to be used by the Exchange Visitor and plans for translation support if needed:

Exchange Visitor Funding Information Sheet

Expenses for Exchange Visitors are calculated per month. Please calculate the total expenses per month, then multiply by the number of months the EV will be staying. Expenses for accompanying spouse and/child(ren) must be calculated for the entire length of the EV's stay.

Estimated Expenses:

- a) Monthly living expenses for EV.....\$1275
- b) Health insurance for EV\$180
- c) Monthly living expenses for accompanying spouse\$450
- d) Health insurance for accompanying spouse.....\$180
- e) Monthly living expenses for accompanying child\$450
- f) Health insurance for accompanying child\$180

Additional monthly living expenses and health insurance costs per additional accompanying child

Total estimated expenses per month: X **Total=**
 (Multiply expenses X number of months of EV stay)

Example 1: Exchange Visitor coming alone for 3 months and will have OU's employee health insurance. Estimated expenses per month: \$1275 x 3 months = \$3825.

Example 2: Exchange Visitor coming with spouse plus a child for 12 months and needs to purchase health insurance. Estimated expenses per month: \$2685 x 12 months = \$32,200

*** Please attach documentation of funding sources: letters from government/agency/organization sponsors and/or copies of the EV's financial documents if including personal funds.**

Financial Support (fill in all that apply):

Please note: Government funds made available for a specific research purpose and NOT specifically for the support of an Exchange Visitor should be designated as Ohio University funds rather than government funds.

Funding from Ohio University

U.S. Government Agency/ies*

International Organization(s)*

Exchange Visitor's Government*

Bi-national Commission of EV's Government*

Any other organization(s) providing support* (e.g. foreign university, private company)

Personal Funds*

TOTAL FUNDING (must equal or exceed estimated expenses from above)

Department Agreement Form

The at Ohio University agrees to the following:

1. Send the DS-2019 form completed by ISFS and supporting documents to the Exchange Visitor.
2. Inform ISFS of any changes in the Exchange Visitor's arrival date. The EV may enter the U.S. no more than 30 days prior to the start date on the DS-2019. Please contact ISFS immediately if the EV will not enter the US by the start date on the DS-2019 so a new DS-2019 can be issued and sent to EV by the department.
3. Report the arrival of the Exchange Visitor and assist the EV in reporting in person to ISFS within three business days of arrival in the U.S.. Exchange Visitor must schedule and attend a new Exchange Visitor orientation at ISFS.
4. Assist the Exchange Visitor in complying with the US Department of State's health insurance requirements for Exchange Visitors. **THE SPONSORING DEPARTMENT MUST ENSURE THAT THE EXCHANGE VISITOR IS AWARE OF THESE REQUIREMENTS.**
5. Prior to arrival, the sponsoring department will request an **OHIO ID, e-mail account and PID** for the EV. Contact UHR if the EV will be a university employee. Submit a request through the OIT website for all other exchange visitors. The EV **MUST** bring this information to their orientation.
6. IF THE DEPARTMENT PLANS TO EXTEND THE PROGRAM STAY FOR THE EV: Request an extension of the Exchange Visitor's DS-2019 form at least one month prior to the original program end date on the current DS-2019 form. Please fill out a new Application for J-1 Exchange Visitor form.
7. Report the departure of the Exchange Visitor to ISFS within three business days of the Exchange Visitor's departure from OHIO, whether early OR on the program end date.

Failure to fulfill these responsibilities may lead to serious immigration problems for the Exchange Visitor and create compliance issues for the university. Departments that do not fulfill these responsibilities in a timely manner will be responsible for all fees associated with correcting any immigration problems that may arise as a result.

Name of Exchange Visitor:

Dates of visit:

Name of OU employee inviting EV:

Signature of inviting employee:

Name of Department Chair/Director:

Signature of Department Chair/Director:

Date of Department Approval:

Department Chair/Director contact information:

Exchange Visitor English Proficiency Statement

The US government requires Ohio University to assess a prospective Exchange Visitor's level of English proficiency to ensure the Exchange Visitor possesses "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis."

The department hosting the Exchange Visitor must assess the individual's English language proficiency as part of the application process. Departments can choose one of the four options below:

1. Provide a letter signed by the faculty/staff host and the department chair/director stating that the Exchange Visitor is a native speaker of English
2. Provide the results of a recognized English proficiency test (TOEFL, IELTS, etc.) demonstrating that the Exchange Visitor's proficiency meets or exceeds the regulatory requirement. Test results must be no more than one year old; include of the test results with the Exchange Visitor application.
3. Provide a signed document from an academic institution or English language school verifying the Exchange Visitor's English proficiency meets or exceeds the regulatory requirement. The letter must be no more than one year old; a copy of the letter should be included with the Exchange Visitor application.
4. Provide a written summary of an in-person, videoconference, or telephone interview of the Exchange Visitor demonstrating that the Exchange Visitor's proficiency meets or exceeds the regulatory requirement.

The interview must meet the following criteria:

- Take place no more than the six months prior to application
- Be conducted by two university employees with whom the Exchange Visitor will be working while at Ohio University
- Include a list of questions related to both the Exchange Visitor's research/academic work and day-to-day tasks such as shopping, asking for assistance, seeking medical care, etc.

The summary must include:

- The date, time, length and method of the interview
- The list of questions asked
- An assessment of the Exchange Visitor's proficiency
- Signatures of both people conducting the interview

Exchange Visitor Information

The United States Department of State oversees the J-1 Exchange Visitor Program. Ohio University participates as a program sponsor. According to the Department of State:

"The Exchange Visitor Program fosters global understanding through educational and cultural exchanges. All exchange visitors are expected to return to their home country upon completion of their program in order to share their exchange experiences.

The J-1 Visa provides countless opportunities for international candidates looking to travel and gain experience in the United States. The multifaceted programs enable foreign nationals to come to the U.S. to teach, study, conduct research, demonstrate special skills or receive on the job training for periods ranging from a few weeks to several years."

More information on the J-1 Exchange Program can be found [here](#) on the Department of State website.

Dear Prospective Exchange Visitor,

Hello from the Office of International Student and Faculty Services at Ohio University!

Please fill out the following forms and return to the faculty/staff member that invited you to Ohio University.

After we have received the entire Application for J-1 Exchange Visitor from the department, our office will prepare a form DS-2019 for the hosting department to send to you. You will use this DS-2019 to obtain your J-1 visa before traveling to the United States. After arrival at Ohio University, you are required to check in with our office, International Student and Faculty Services (ISFS), and schedule an orientation.

We look forward to the opportunity to work with you at Ohio University.

Sincerely,

International Student and Faculty Services

Exchange Visitor Application Form

Family (Last) Name:

Given (First) Name:

Middle Name (if any):

Date of Birth (MON/dd/yyyy):

Gender:

City of Birth:

Country of Birth:

Country of Citizenship:

Country of Legal Permanent Residence:

Passport Issuing Country:

Passport Expiration Date:

Name of University/Employer (required):

Current position in home country:

Graduate Student

Undergraduate Student

Professor/Instructor

Researcher

Other

E-mail Address:

Please type permanent Address OUTSIDE of the U.S.:

Have you visited the U.S. before?

YES

NO

If yes, please provide details on attached sheet.

Dependent Information Sheet

Please fill out a dependent information sheet for EACH dependent. Dependents are defined as a spouse (husband or wife) and unmarried dependent children under the age of 21.

Family (Last) Name:

Given (First) name:

Middle Name (if any):

Date of Birth (mm/dd/yyyy):

Gender: Male Female

Relationship to Exchange Visitor: Spouse Daughter Son

City of Birth:

Country of Birth:

Country of Citizenship:

Country of Legal Permanent Residence:

Complete the following **ONLY IF** the dependent is currently in the US:

Current Immigration Status:

Expiration Date of Immigration Status (or D/S):

For dependents currently in the US, please attach the following documents with this form:

- Biographical page of dependent's passport that includes expiration date
- Copies of all valid US visas or entry documents including border-crossing cards
- Copies of all valid DS-2019 forms or I-20 forms when applicable
- Copy of I-94

PLEASE REMEMBER THAT EACH DEPENDENT MUST MAINTAIN HEALTH INSURANCE REQUIREMENTS FOR THE DURATION OF THEIR STAY IN THE U.S.!

Health Insurance Agreement Form

All J-1 Exchange Visitors and their J-2 dependents are required, by the program guidelines set forth by the US Department of State, to carry health insurance for the entire duration of their program. **Failure to maintain adequate insurance coverage can lead to termination of your visa status.** The following are the minimum benefits that the medical insurance policy must provide:

- Medical benefits of at least \$100,000 per accident or illness
- Repatriation of remains in the amount of \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000
- A deductible not to exceed \$500 per accident or illness.
- An insurance policy secured to meet the benefits requirements must be underwritten by an insurance corporation with an A.M. Best rating of "A-" or above, an Insurance Solvency international, Ltd. (ISI) rating of "A-I" or above, a Standard and Poor's Claims Paying Ability rating of "A-" or above, or a Weiss Research, Inc. rating of B+ or above.

Insurance policies purchased by J-1 Exchange Visitors for themselves and their dependents must be approved by Ohio University. Ohio University will offer the option of purchasing an insurance policy that meets the minimum requirements or the Exchange Visitor may choose to purchase another plan from a private company. This decision should be made BEFORE the Exchange Visitor arrives in the United States. Insurance coverage must begin on the day of arrival in the US.

Insurance provided by an institution in the Exchange Visitor's home country MUST meet the minimum requirements listed above. If it does not, the Exchange Visitor will need to purchase additional coverage. A copy of the policy translated in English must be provided to International Student and Faculty Services for review BEFORE the Exchange Visitor arrives in the United States.

Compliance with the health insurance is mandatory. Exchange Visitors not complying with this requirement will be deemed in violation of their immigration status and will need to depart the US immediately.

I have read the information above and understand that I am responsible for providing proof of health insurance for myself and any dependents for the entire duration of my exchange program. I also understand that failure to maintain health insurance coverage may have a negative impact on my visa status.

Date (mm/dd/yy)