

Office of International Education
Georgia Institute of Technology
Atlanta, GA 30332-0284
Phone: 404-894-7475
Fax: 404-894-9682
Email: info@oie.gatech.edu
Web: <http://www.oie.gatech.edu>

How to Request an DS-2019 Form for International Scholars

The Office of International Education (OIE) is responsible for administering the Exchange Visitor Program at Georgia Tech, and for approving and signing all documentation connected with the Exchange Visitor Program.

Hosting an international visitor in your department for the purpose of teaching and/or research or pursuit of an academic course of study makes you a participant in the Department of State's "Exchange Visitor Program" at Georgia Tech. Participants (called "Exchange Visitors") receive what is known as a "J-1 non-immigrant classification" from the U.S. government. Even though the purpose of the Exchange Visitor Program is to promote educational and cultural exchange, the participants may receive salaries and other funding from Georgia Tech. **Please read the following before completing the attached "DS-2019 Request Form."**

A. Definition of the Exchange Visitor Status

The Exchange Visitor Program brings qualified students, professors, research scholars, specialists, and short-term scholars to the United States for a variety of educational purposes. The Exchange Visitor is under the sponsorship of an agency, institution, or organization that has been approved by the Department of State (DOS).

The Georgia Tech Exchange Visitor program is defined as "A program of the Georgia Institute of Technology to provide courses of study, lecturing, research and development opportunities, in the various fields of instruction and research conducted by the Georgia Institute of Technology for qualified foreign students, professors, research scholars, short-term scholars, and specialists, to promote the general interest of international educational and cultural exchange."

B. Eligibility requirements - Issuing Form DS-2019 and obtaining the J-1 Visa

Prior to issuing the DS-2019 form, it must be verified that the prospective exchange visitor:

- (1) Is eligible, qualified and accepted for the program in which s/he will participate;
NOTE: **A master degree or a bachelor degree with extensive experience in the relevant field is required.**
- (2) Possesses English language proficiency;
- (3) Possesses adequate resources (for self/dependents) to complete program;
- (4) Has not been in the U.S. in exchange visitor status (J-1) for more than 6 months during the 12 months immediately preceding the start date of current program request.

The OIE will issue a Form DS-2019 (Certificate of Eligibility for Exchange Visitor Status) **within five business days** of receipt by our office of a completed DS-2019 Request Form signed by the requesting Georgia Tech faculty/supervisor. A copy of the request form and instructions for completion are attached.

The official DS-2019 form and pre-arrival information will be available for pick up from OIE on the fifth business day. The department should then forward all materials to the international visitor. When the visitor receives the form, s/he should follow the instructions attached to the new DS-2019 form for entering the United States. If the request is for an extension, the exchange visitor will be notified to pick up the new form.

C. Definitions of Exchange Visitor Categories

The Georgia Tech J-1 program is designated to sponsor specific categories of exchange visitors. Each of these categories permits certain kinds of activities and has its own maintenance-of-stay requirements, limitations of stay and employment options.

1. **Professor** -an individual primarily teaching, lecturing, observing or consulting at post-secondary accredited educational institutions, museums, libraries or similar types of institutions. A professor may also conduct research. Has a **minimum stay of three weeks and a maximum stay of up to five years**. Must have at least a Master's degree to be eligible for this category.
2. **Research Scholar** -an individual primarily conducting research, observing or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post -secondary educational institutions or similar types of institutions. Has a **minimum stay of three weeks and a maximum stay of five years**. Must have at least a Master's degree to be eligible for this category.
3. **Short-term Scholar**- professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States for the purpose of lecturing, observing, consulting, training, or demonstrating special skills at research institutions, museums, libraries, post-secondary accredited educational institutions, or similar types of institutions. **There is no minimum stay, and the maximum duration of stay is limited to six months**. Must have at least a Master's degree to be eligible for this category.
4. **Student Non-degree**- Students in this category must be engaged in prescribed course of study which is defined as non-degree academic program with a specific educational objective. Students in this category will not enroll for course work at Georgia Tech, but engage in full-time research. Period of stay is a maximum of two years. This category is appropriate for Exchange Visitors who do not yet have a Master's degree but want to come to do full-time research. However, these Exchange Visitors must meet the eligibility criteria for the student category of the Exchange Visitor program. This means that the applicant must meet one of the following four criteria:
 1. They or their program are financed directly or indirectly by the U.S. Government, the student's home government, or an international organization of which the United States is a member by treaty or statute
 2. The exchange program is carried out pursuant to an agreement between the U.S. Government and a foreign government
 3. The exchange program is carried out pursuant to a written agreement between:
 - An American and foreign educational institution
 - An American educational institutional and a foreign government
 - A U.S. state or local government and a foreign government;
 4. The exchange visitor student is supported substantially by funding from any source other than personal or family funds.

For J-1s in research scholar or professor categories who have completed their program, there is a restriction on becoming a J research scholar or professor again for a period of two years. Please carefully review Part II of the form and ask OIE for further information.

D. The Two-Year Home Residency Requirement

Upon completion of an Exchange Visitor Program in the United States, certain J-1 Exchange Visitors are required to live in their home country for a period of two years before they are eligible to apply for H-1b, L or immigrant status. The two-year home country residence requirement applies to those Exchange Visitors who (1) are financially supported by the U. S. government or their home government; or (2) have skills which are needed in their home country, as specified on the Exchange Visitor Skills List. The purpose of the home country residence requirement is to enforce the return of Exchange Visitors in order to carry out the educational exchange objectives of the program. Waivers of the residence requirement can be granted under certain circumstances, but such waivers are difficult to obtain.

DS-2019 REQUEST FORM for J-1 SCHOLARS

Georgia Institute of Technology

Sheila Schulte, Office of International Education, Phone: 404-894-9167, Fax: 404-894-9682

General Instructions:

1. The request form must be completed by the sponsoring department, NOT the exchange visitor.
2. ALL parts of the form must be complete; incomplete forms will be returned.
3. Attach evidence of financial support if other than Georgia Tech.
4. The completed request will be processed within **five working days** of receipt in the OIE office.

Part I: Purpose of this form: (check one)

1. Begin a new program, accompanied by ____ family members
2. Extension of current program at Georgia Tech
3. Transfer to Georgia Tech's program: attach copies of all DS-2019s, I-94 and state beginning date of initial program _____
4. Replace a lost form; amend a previous form
5. Enable immediate family members to enter the U.S. separately

Part II: Verification of eligibility for Georgia Tech's exchange visitor program

If the exchange visitor is beginning a new program (marked #1 in Part I) and has been in J status within the past 12 months, please complete the following information to see if s/he is eligible for a new J-1 status, and attach copies of all previous IAP-66/DS-2019s:

Dates of previous J-1 status: From _____ / _____ / _____ To _____ / _____ / _____
mm/dd/yy mm/dd/yy

Part III: Biographical & Demographic Data

MALE FEMALE

a. _____
(Family Name in BLOCK letters) (First) (Middle)

b. Born _____ / _____ / _____ in _____ City _____ Country
mm/ dd / yy

c. Citizen of _____ Country Legal Permanent Resident of _____ Country

d. Position in Home Country _____
Please be as specific as possible including job title and name of employer. If a student, specify if MS or Ph.D. student

Part IV: Department Information

a. Department _____ Mail Code _____

b. Name & title of person completing this form _____

c. Telephone & fax of person completing this form _____

d. Will the applicant supervise other employees? Yes No

e. What type of supervision will this employee receive _____ Direct (will work under close supervision)
_____ Indirect (will work independently)

f. Will this person be assigned to a U.S. government-sponsored research project or to a project involving military technology? Yes* No

g. Will this person require access to GIT proprietary data? Yes* No

h. In which campus building(s) will this person work? _____

*If you answered "yes" to f or g, please email Sheila at sheila.schulte@oie.gatech.edu before proceeding.

Part V : Length of appointment: From: _____ / _____ / _____ to _____ / _____ / _____
mm / dd / yy mm / dd / yy

For Office Use Only:
<input type="checkbox"/> Visual Compliance; Date: _____
Notes: _____

Part VI: Category

The category is not necessarily the exchange visitor's current position in home country. See definitions of categories in part C of the instructions for assistance.

- Professor Research Scholar Short-term Scholar Student Non-degree

Indicate field and describe the activity in which the exchange visitor will engage:

Field: _____ Subfield category: _____
(e.g. Chemistry) (e.g. Inorganic, Organic, Analytical Chemistry)

Description of activity: _____

Part VII: Financial Data

The minimum support for a single professor/researcher is \$1,250.00/month, plus \$300/month for spouse and \$200/month per child. **If support is not from Georgia Tech attach documentation in English with amounts in US Dollars.**

- \$ _____ Georgia Tech
- \$ _____ The Exchange Visitor's Government
- \$ _____ Other organization providing support
- Name of organization: _____
- \$ _____ Personal funds

Part VIII: Dependent Data

If family member(s) will accompany the Exchange Visitor, please complete the following information for EACH dependent. Please attach a separate sheet if there is more than one dependent:

1.* Family name: [] 2. First name: [] 3.* Date of birth: [] (MM/DD/YYYY) 4.* City of birth: [] 5. Country of birth: [] 6. Country of citizenship: [] 7.* Gender: [] 8.* Relationship: [] (spouse, child) 9. Country of legal permanent residence: []

NOTE: If the family will travel to the United States separately from the Exchange Visitor, it is the responsibility of the Exchange Visitor to request a separate DS-2019 from OIE once s/he is in the United States.

Part IX: Important Understandings

- a. Exchange Visitor will work under the direction of _____ Name _____ Phone # _____
- b. () The Department understands that all Exchange Visitors on Georgia Tech's J-1 Program and their accompanying dependents must be covered under a health insurance policy that meets the minimum standard established by Department of State. We further understand that failure to comply with this requirement may result in cancellation of the visitor's J-1 status.
- c. () The Department understands that the Exchange Visitor is required to engage ONLY in the activities described on this form, in the Department indicated on this form, for the length of time indicated on this form. The OIE will be notified immediately of any changes.
- d. () The Department verifies that all information listed on the request is accurate.

(Supervisor's Signature or designee) (Title) (Date)