

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 J-1 Students

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.

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. Definition of Exchange Visitor "Student" Category

Exchange Visitor students must be admitted to a degree program at an accredited educational institution for a full course of study or be engaged full time in a non-degree prescribed course of study. By definition, students may be enrolled in a degree program, English language training and other non-degree study preparatory to entrance into a degree program or some other non-degree program with a predetermined educational objective.

C. Eligibility Requirements

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

- 1) has academic credentials sufficient for admission and has in fact been admitted;
- 2) possesses English language proficiency
- 3) has adequate resources (for self and dependents) to complete his or her program;
- 4) has substantial funding from any source other than personal or family funds.

D. Issuing Form DS-2019

The Office of International Education 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 an academic advisor or admissions officer requesting the Exchange Visitor. The request is attached.

E. Obtaining the "J" Visa

When the exchange visitor student receives the form, he or she should go to the nearest U.S. Embassy or Consulate to apply for a J-1 visa. If the Consular Office determines that the person is a bona fide exchange visitor, the visa will be granted and the student may come to the United States on the J-1 visa.

F. 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 immigrant status or for another non-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.

G. Change of Educational Objective/Exchange Visitor Category

A J-1 student is not allowed to change his/her educational objective in the United States. Therefore, the student cannot change from one J-1 category to another, e.g. from student to professor/researcher. Changes in educational objective and category are only possible if “very unusual and extenuating circumstances exist” which requires special approval. A student may change degree objective (with sponsor approval) as long as the degree remains in the same field of study and does not reflect a change in educational objective.

H. Employment

Employment is any type of work performed or services provided in exchange for money, tuition, fees, books, supplies, room, or for any other benefit. Employment for students is limited to 20 hours per week while school is in session unless special circumstances exist particular to the type of employment that the student is engaged. There are two categories of employment:

- 1) **student employment** including employment required by a scholarship , fellowship, or assistantship; on-campus jobs unrelated to study and off-campus jobs, necessary because of serious, urgent, and unforeseen economic circumstances and authorized by the Responsible Officer;
- 2) **academic training** which is employment in the student’s field of study authorized by the Responsible Officer

Exchange Visitor (J-1) student should not assume they can work. Consultation with the Responsible Officer should always occur prior to commencement of work to secure proper authorization.

DS-2019 Request Form for J-1 Students
Georgia Institute of Technology

1. 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 IAP-66/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

2. Biographical & Demographic Data

1. _____ () Male () Female
(Family Name in CAPS) (First) (Middle)

Born ____/____/____ in _____
(M) (D) (Y) (City) (Country)

Citizenship _____

Legal permanent resident of _____

Position in Home Country _____

Be as specific as possible. **For example, if exchange visitor is a student in home country please specify if they are a graduate or undergraduate student.**

3. Department Information

Sponsoring Department _____

Name & title of person completing this form _____

Telephone & fax of person completing this form _____

4. Length of program: Begin: ____/____/____ End ____/____/____
(m) (d) (y) (m) (d) (y)

Indicate field and level of study: _____

5. Financial Data

This school estimates the student's average costs
For 12 months:

This school has information about the
student's financial support. ATTACH DOCUMENTATION.

Tuition/Fees: \$37,166

Funds from this school: _____

Specify type of funds: _____

Living Expenses: \$17,874

Text/Supplies: \$1,504

Funds from another source: _____

Dependents: 300/month for spouse, 200/month per child

Specify type: _____

Total: _____

Total: _____

6. 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:	<input type="text"/>
2. First name:	<input type="text"/>
3.* Date of birth:	<input type="text"/> (MM/DD/YYYY)
4.* City of birth:	<input type="text"/>
5. Country of birth:	<input type="text"/>
6. Country of citizenship:	<input type="text"/>
7.* Gender:	<input type="text"/>
8.* Relationship:	<input type="text"/>
9. Country of legal permanent residence:	<input type="text"/>

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 DS2019 from OIE once s/he is in the United States.

7. Important Understandings

- ____ The department understands that all exchange visitor students and their accompanying dependents must have health insurance coverage for the duration of their stay in exchange visitor J status.
- ____ The department understands that the exchange visitor student is required to engage in a full course of study unless specific circumstances exist and are approved by the Responsible Officer.
- ____ The department verifies that all information listed on the request is accurate.

_____ Title _____ Date

Academic Advisor or Admission Officer

Please forward to:
 Sheila Schulte
 Director, International Student & Scholar Services
 Office of International Education
 Georgia Institute of Technology
 Atlanta, GA 30332-0284
 Phone: 404-894-9167
 Fax: 404-894-9682