

University of North Florida
DS-2019 Request Form
for Research Scholars, Professors, and Short-Term Scholars
Instructions

1. This form is used for J-I exchange visitors who are classified as 1) *research scholars*, 2) *professors*, or 3) *short-term scholars*. The J-1 program for research scholars, professors, or short-term scholars is for temporary visits to the U.S. for the purpose of teaching, instructing or lecturing, observing, conducting research, consulting, demonstrating special skills, or training (for short-term scholars only). PLEASE DO NOT USE THIS FORM TO INVITE EXCHANGE STUDENTS OR NON-DEGREE SEEKING STUDENTS (Non-degree seeking students are students in a degree program abroad who come to UNF to study, but will not seek a degree at UNF). There is a separate form for students available from the International Center.

2. Please submit Part A, Part B, and all attachments at least 60 days before the start date of the program. The UNF-IC prepares a DS-2019, a four-page pre-numbered government document for the visitor to obtain his/her visa.

3. A J-I program for *research scholars* and *professors* may be requested for up to three years maximally. The maximum duration of a *short-term scholar* program is six months, with no extensions beyond six months possible.

4. An exchange visitor who has been in the U.S. as a J-I *student*, *research scholar*, *professor*, or *J-2 dependent* longer than six months is barred from re-entering the U.S. as a *research scholar* or *professor* for 12 months following the expiration of his/her program or stay. **This regulation does not apply to Short-Term Scholars.**

5. If the source of the visitor's support is from an organization other than UNF, evidence of funding must be included with this request. If supported by personal funds, a bank statement in U.S. \$ must be provided. If supported by government or international funds, an official statement translated into English with funds converted to U.S. \$ must be provided.

6. Financial support of \$990 per month is required for a J-I *research scholar*, *professor*, or *short-term scholar*. J-2 dependents who accompany the J-I require additional funding to be shown **IN ADVANCE** of their arrival. The financial support statement must be expressed in English and in U.S. \$. The minimum amounts required are as follows:

J-1 Professor/Scholar	\$990 per month	=	\$11,880 per year
Spouse or Child	\$200 per month	=	\$ 2,400 per year additional
>1 dependent	\$350 per month	=	\$ 4,200 per year additional

7. Health and accident insurance coverage is mandatory for all J-I visitors and their dependents while they are in the U.S., for the full duration of their program. **The DS-2019 will not be issued without a signed J-1 Insurance Notification Form.**

8. To "begin a new J-I program" means the exchange visitor will normally come from his/her home country of citizenship or residence directly to the U.S.

9. To "transfer to another program" means the exchange visitor is already in the U.S. at another institution and is invited to transfer to a program at UNF. Copies of all the IAP-66/DS-2019 forms issued by the other institution(s) must be attached to this form. Please submit a "transfer" request with a lead time of six weeks to provide time for UNF to obtain an official release from the former institution.

10. Part B (Exchange Visitor Profile) should be completed and signed by the J-I exchange visitor, if possible; a fax is acceptable. If the information is obtained by phone or email, a departmental designee should sign to verify its accuracy. Please obtain the signatures required from the department chair and/or college dean, if applicable, and compile all the necessary attachments before submission. If you have any questions about this form, please contact the UNF-IC at x2657.

11. Please detach this instruction sheet and send the DS-2019 Request Form (Parts A & B) and attachments to:

UNF International Center
Building 10, Room 2470