

DS-2019 REQUEST FORM

J-1 EXCHANGE VISITOR APPLICANT

PART I - TO BE COMPLETED BY THE SPONSORING DEPARTMENT

Supervisor Name: _____

E-mail: _____ Phone: _____

Host Department: _____ Department Address: _____

Program Duration: _____ Begin Date: _____ End Date: _____

1. Exchange Visitor Category: Professor Research Scholar Short-Term Scholar (6 months or less)
 Intern (12 months or less)

2. Description of Activity

The exchange visitor will be engaged in the following activity(ies):

3. Support Documents

- Offer Letter - A letter/invitation letter from the department with a description of objectives and other terms.

The U.S. Consulate will expect to receive the original document when requesting a J-1 visa.

- Copy of biographical passport page (and dependents, if applicable)
- Current resume or equivalent document
- Proof of funding (see item #4) **in English**

4. Funding

Provide documentation on the sources of funding, specifying the dates and amount of funding. Non-UTEP funding MOST include a letter from the funding organization. A letter from the visitor is not sufficient documentation.

- UTEP Funding:** Amount \$ _____ per Month Year Entire Program
- Visitor's government:** Amount \$ _____ per Month Year Entire Program
- Other organization(s):** Amount \$ _____ per Month Year Entire Program
- Personal Funds** Amount \$ _____ per Month Year Entire Program



PART II - TO BE COMPLETED BY THE EXCHANGE VISITOR

Name: _____ Male Female

Date of Birth: _____ City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of Permanent Residence: _____

E-mail: _____

Physical Address

Number & Street: _____ Zip Code: _____

City: _____ State/Province: _____ Country: _____

Mailing Address (if different from physical address)

Number & Street: _____ Zip Code: _____

City: _____ State/Province: _____ Country: _____

• **Have you completed a previous term as a J-1 Research Scholar, Visiting Professor or Intern?** Yes No

If yes, please provide copies of your previous DS-2019, visa, and I-94 (and dependents documents if applicable).

• **Are you currently in the U.S.?** Yes No

If yes, what type of visa are you on? _____

• If bringing **dependents**, please fill out the table below and provide a copy of the passport for each dependent.

Eligible dependents include spouse and children. **Children MUST be under the age of 21.**

Last Name	First Name	Date of Birth	City & Country of Birth	Country of Citizenship	Country of Residence	Relationship



PART III - TO BE COMPLETED BY THE SPONSORING DEPARTMENT

VERIFICATION OF ENGLISH LANGUAGE PROFICIENCY

The U.S. Department of State regulations for J-1 Exchange Visitors [22 CFR 62.11(a)(2)] require that program sponsors verify that a prospective J-1 Exchange Visitor's English proficiency is sufficient to participate in his or her program and to function on a day-to-day-basis as determined by an objective measurement of English language proficiency.

The following measures listed below are acceptable proof of English Proficiency. Please select any of the measures and attach the corresponding supporting documentation.

The exchange visitor is from a country where the primary language is English.

Country of origin: _____

Any of the following exam scores (Test must have been taken within the last 2 years):

IELTS: 6.5 minimum score.

TOEFL:

Paper-based: minimum score of 500.

Computer-based: minimum score of 173.

Internet exam (TOEFL IBT): minimum score of 61.

PTE (Pearson Test of English): minimum score of 44.

Online Pearson Versant English Test.

Transcripts showing a degree earned in a U.S. college or university. May not be a bilingual program and degree must have been obtained within the last 5 years.

Interview, in English, was conducted by the UTEP sponsoring professor.

Interview Certification UTEP Sponsor (faculty or professional staff)

I certify that I conducted an interview, in English, with the prospective J-1 Exchange visitor on this date: _____, and **attest to the individual's English proficiency.**

UTEP Sponsoring Professor/Administrator name and title: _____

Type of Interview: In person Video Chat Phone Date of Interview: _____

Signature: _____ Date: _____



PART IV - TO BE COMPLETED BY J-1 STUDENT INTERN HOME INSTITUTION

Student Name: _____

Home Institution Certification

Home Advisor Name: _____ Title: _____

E-mail: _____ Phone: _____

Host Department: _____ Department Address: _____

Degree Student is Currently Pursuing: _____ Field of Study: _____

Student's estimate degree/certification completion date: _____

PART V - TO BE COMPLETED BY THE SPONSORING DEPARTMENT & HUMAN RESOURCES

Approval from Corresponding Department Chair or Dean of College:

Printed Name and Title: _____

Signature: _____ Date: _____

Approval from Human Resources

- If the Exchange Visitor receives monetary compensation from the University of Texas at El Paso, Human Resources must validate the form below (signature).
- If the Exchange Visitor **DOES NOT** receive monetary compensation from the University, approval from Human Resources **IS NOT** required.

Printed Name and Title: _____

Signature: _____ Date: _____

