102-A Lee Biology Building
1801 Fayetteville Street
Durham, NC 27707
Office (919) 530-7912
Fax (919) 530-7627

North Carolina Central University
Office of International Affairs
International Student & Scholar Services

REQUEST FOR FORM DS-2019, J-1 EXCHANGE VISITOR

PART I: TO BE COMPLETED BY THE SPONSORING DEPARTMENT
(All questions must be answered.)

SECTION I: VISITOR INFORMATION

1. Name of Visitor

   _____

   Last or Family Given/First name Middle

2. NCCU Department/School (list physical address of all locations visitor will work including building, lab and/or office number)

   _____

   _____

   Division (if applicable) _____

3. Is this a request to (check one):

   _____ a) process a DS-2019 to start a new program for an individual

   _____ b) extend a program for a J-1 visa holder already at NCCU

   _____ c) transfer a visitor from another J-1 program

   Brief description of Visitor's Proposed Program or Activities at NCCU: *(Examples: conduct research in material physics; teach courses in French; conduct three-day seminar in library science; observe university administration.)*

   _____

   _____

4. Visitor's Position at NCCU _____ (Check and complete as appropriate.)

   Will this person be put on NCCU payroll? ☐ Yes ☐ No

   If "Yes", complete the following: NCCU position title _____

   NCCU position # _____

   (Please attach a copy of the department's invitation letter)

5. Dates of visit: from _____/_____/_____ to ____/_____/_____
   (month/day/year) (month/day/year)

What is the maximum anticipated stay for your Visitor (weeks, months, years)?

Explain _____

_____

Note: Please be sure that the proposed dates cover the expected time on payroll. Please coordinate the e-Rec/contract and hiring process with EPA Personnel Services. Be sure to submit the e-Rec to EPA Personnel Services at least 30 or more days prior to the start date to ensure timely processing and completion prior to the start date.

Scholars may enter the U.S. up to 30 days before DS-2019 form's begin date and stay 30 days beyond the end date, but may not work during those periods. Please note that the international visitor must obtain a social security card before EPA Personnel Services will add the visitor to payroll. It can take at least 2 weeks or more to receive the social security number. It is advisable that international visitors wait 10 days for verification of documents by DHS after arrival to the U.S. before applying for a social security card. International visitors should allow time for this process before the employment start date.

6. Will your Visitor be employed by or visiting other U.S. institutions before or after NCCU visit?
   ☐ Yes ☐ No

   If "Yes", *give details on separate sheet or call the Office of International Affairs (OIA) to discuss. (Visitor is permitted to remain in the U.S. for up to 30 days of travel after leaving NCCU without special permission; no employment is permitted during this period.)*

English Proficiency Determination: Per new immigration regulations as of January 5, 2015, prior to submitting the J-1 request forms, the department must also verify that the exchange visitor has "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." There are several approved methods to provide such evidence of English proficiency. At NCCU, a department must provide documentation of one of the following:

1. "A recognized English language test" [NCCU recognizes the following: a TOEFL score of 61 iBT or an IELTS score of 6.0.] **or**
2. "Signed documentation from an academic institution or English language school" [NCCU will accept documentation showing completion of an English as a Second Language program or a degree from a university where instruction is all in English.] **or**
3. "A documented interview either in-person or by videoconferencing…" [For departments who choose this option, OIA will arrange for an English assessment interview through the NCCU Department of Language and Literature Department.]

Per ACTFL (American Council on the Teaching of Foreign Languages), individuals at the Intermediate language levels can:

- Participate in simple transactions (questions at grocery stores, booking travel, asking questions on the bus, etc.)
- Use simple sentences with a limited number of connector phrases.
- Ask and answer simple questions.
- Use the limited grammar and vocabulary they already possess to create sentences and/or sentence strings.

Departments will be required to complete an Attestation of Compliance which includes how the visitor's English proficiency was determined.

SECTION II: VISA CLASSIFICATION

Please check one visa category which best describes your visitor's primary activity:

_____ J-I Professor, Instructor (at least 50% teaching duties [3 week min – 5 year max stay]
_____ Research Scholar (at least 50% research duties) [3 week min – 5 year max stay]
_____ J-I Short-Term Scholar [No min - 6 month max stay]
_____ Student (degree seeking)
_____ Student (non-degree seeking)

**Important Note: 12 Month Bar after previous J participation:* Individuals who within the previous 12 months have been physically present in any J status (including J-2 status) for longer than 6 months, cannot begin a new program as a Research Scholar or Professor until they have been absent from the U.S. for a period of 12 months.

24-month bar on Repeat Participation: Individuals who have been in J-1 status as a Professor or Research Scholar within the previous 24 months (other than as Short-Term Scholar category) are ineligible to begin a new program as a Professor or Research Scholar until they have been physically absent from the U.S. (and residing in their previous country of permanent residence) for at least 24 months. Short-Term Scholars may be permitted to return to the U.S. for the purpose of engaging in a NEW research program, but not to repeat the activity or to further/complete the previous research activity.

SECTION III: FUNDING

Check the appropriate description of the funding source. Indicate all sources and amounts of funding and the name of the funding source for the visitor's entire stay.

Type of Funds (Translated into English)	**Amount ($US) per Period of Funding** Amount per month or year	**Name of Funding Source**
NCCU Funds +(i.e. University paycheck including paychecks via grant support)		
US Government Agency (not grants)*** +**		
Visitor's Home Gov't*		
Other Organizations***** (List organization name to the right)		
Personal or Family Funds* (List name and relationship to right)		
Other*		

* For all funds not from NCCU sources, an original and current letter or other documentation from the funding source confirming the source, amount and dates of funding must accompany this request (e.g. award letter, sabbatical letter from home university, bank statements or other proof of personal funds).

Documents not in English must be accompanied by a certified English translation. **Visa documents cannot be issued without this proof of funding.**

+ If the funding is from U.S. Government sources (including grants to NCCU professors or departments), is the funding specifically for international educational exchange? ☐ Yes ☐ No

Is the government funding specifically for this person? ☐ Yes ☐ No

1. Minimum Funding Requirement: (For exchange scholars and dependents or accompanying family members)

   Scholar: $17,695/year - $1,474.58/month; Additional funding amounts for: Spouse: $7,000/year - $583.33/month; Each Child: $5,000/year - $416.66/month

   Students: must provide a financial guarantee at application for the first year's tuition and fees and provide information on how their educational expenses will be supported in all succeeding years at NCCU.

Important Note: *If sufficient funds for family members are not indicated at the time of the initial J-1 request the additional family members will have to wait for a period of at least six months before the dependent DS-2019s can be issued.*

2. Will medical insurance benefits for the visitor be covered through NCCU (i.e. Blue Cross Blue Shield or HTH)? ☐ Yes ☐ No

   For visitor's dependent(s)? ☐ Yes ☐ No

   If "yes", department will need to provide proof of coverage to OIA.

Insurance Requirement: Throughout their stay, J-1 Exchange Visitors and their dependents must carry medical insurance which meets Department of State (DOS) requirements. See the link Health Insurance Requirements for J-1/J-2 Scholars for more information and list of insurance providers. Exchange Visitors will be required to certify compliance with this requirement when they check in with OIA. Failure to carry health insurance which meets DOS requirements will result in a *violation of immigration status and possible program cancellation*.

Please note that due to recent changes in the regulations, the insurance amounts for exchange visitors have increased **effective May 15, 2015**. The new insurance amounts are as follows:

Item	**Amounts**
Medical benefits	$100,000
Repatriation of remains	$25,000
Medical evacuation	$50,000
Deductible per accident or illness	$500

Exchange Visitors' insurance must be underwritten by an insurance corporation that has an A.M. Best rating of "A-" or above; a McGraw Hill Financial/Standard & Poor's Claims-paying Ability rating of "A-" or above; a Weiss Research, Inc. rating of "B+" or above; a Fitch Ratings, Inc. rating of "A-" or above; a Moody's Investor Services rating of "A3" or above; and be backed by the full faith and credit of the government of the Exchange Visitor's home country.

Exchange Visitors and their accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act. See the following website for more information about the Affordable Care Act. http://www.hhs.gov/healthcare/rights/

4. Other facilities and services department will provide for Visitor (Examples: office, telephone, administrative support, housing, paid hotel accommodations, etc.):

_____

_____

Taxation: Taxation of noncitizens differs significantly from citizen taxation. For information about taxation of international students and scholars who will be on payroll or who will receive payments from NCCU, contact: The NCCU Payroll Office at 530-7085.

SECTION IV: DEPARTMENTAL CONFIRMATION

Inviting Faculty Sponsor* _____
Name (Print or Type) Signature Date

_____
Title Phone E-mail

Departmental Address_____
Name of Department Building Name and Room #

Department Chair Approval* _____
Name (Print or Type) Signature Date

Dean Approval* _____
Name (Print or Type) Signature Date

*Signatures by the Faculty Sponsor, Department Chair and Dean are required.

Department Contact (Person Preparing Form, if different from inviting faculty sponsor above)

_____
Name (Print or Type) Signature Date

_____
Phone Number E-mail Address

SECTION V: MAILING PROCEDURES

Please check your mailing preference of the DS-2019 document:

_____ OIA will mail documents by FEDEX (if overseas) or Priority Mail (if domestic)

Current Mailing Address and Phone No. of Visitor (OIA will use this info. for mailing)

Address: _____

_____

_____

_____

Phone No. of Visitor (for FedEx purposes): _____

_____ The Host Department will pick up and mail documents to the Visitor. The Office of International Affairs will notify the Department when they are ready to be picked up.

PLEASE RETURN PART I AND PART II J-1/J-2 REQUEST FORMS AT LEAST TWO MONTHS BEFORE YOU WOULD LIKE YOUR VISITOR TO ARRIVE IN THE U.S. TO:

Office of International Affairs
102-A Lee Biology Bldg.
Durham, NC 27707

OIA FORM DS-2019 PROCESSING TIME AFTER RECEIPT OF COMPLETED REQUEST FORMS AND SUPPORTING DOCUMENTATION: 2 WEEKS

Checklist of documents to submit to OIA:

Part I:		Part II:	
Part I Request Forms (originals)	____	Part II Request Forms	____
Copy of invitation letter to visitor	____	Resume or CV	____
Funding information (if applicable)	____	Copy of passport(s) (biographical page	____
Copy of signed employment	____	Front/back copy of I-94 (if currently in US)	
paperwork/contract (if applicable)	____	Copy of DS-2019 (if currently in US)	____
		Information for dependents, #5(if applicable)	____
		Funding information (if applicable)	____

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ATTESTATION OF COMPLIANCE WITH U.S. DEPARTMENT OF STATE AND DEPARTMENT OF HOMELAND SECURITY REGULATIONS

Name of Host Department: _____
Name of Prospective J-1 Exchange Visitor: _____

The purpose of the Exchange Visitor Program, as administered by the U.S. Department of State (DOS) and the Department of Homeland Security (DHS), is to promote international educational exchange. Host departments have responsibilities for the selection and monitoring of Exchange Visitors. The Chair of the host department and the Principal Investigator/Supervisor must read and agree to statements below and demonstrate that agreement by signing this attestation. By signing, the host department attests that it will comply with DOS and DHS regulations.

ATTESTATION BY THE HOST DEPARTMENT

I have determined that the Scholar possesses sufficient proficiency in the English language to successfully participate in his or her program and to function on a day-to-day basis in the United States, as determined by an objective measurement of English language proficiency. The host department has submitted documentation of at least one of the following to the Office of International Affairs (OIA):

☐Recognized English language test (TOEFL or IELTS); or

☐Signed documentation from an academic institution or English language school; or

☐Documentation of an in-person or videoconference interview, conducted by a faculty member in the Department of Language and Literature at North Carolina Central University. Only if videoconferencing is not a viable option, documentation of an interview by telephone.

I understand that this evidence of English language proficiency will be retained by OIA and made available to the U.S. Department of State upon request.

I will notify OIA:

- **In advance of any proposed changes to the Visiting Scholar's program, including, but not limited to changes in funding, activities or site of activity, extended periods of travel, and date of termination,** to determine if such changes are permissible, prior to any such changes occurring.
- When a Visiting Scholar is not progressing towards the completion of his/her program objective.
- If the Visiting Scholar will end their program participation prior to the end date of the Form DS-2019 so that the Scholar's SEVIS record can be updated.
- To immediately report any investigations of a Visiting Scholar's site of activity or serious problem or controversy that could be expected to bring the Department of State, the Exchange Visitor Program, or NCCU's J program into notoriety or disrepute, including any potential litigation related to NCCU's J program in which NCCU or the Visiting Scholar may be named a party, so that DOS can be notified on or before the next business day as required.

The department will strive to make a variety of appropriate cross-cultural activities available to the Exchange Visitor and his or her dependents, and to encourage the voluntary participation in these activities. I understand that the participation in cross-cultural programs by and the accomplishments of Visiting Scholars can be shared with OIA, so that they can be included in the annual report on the J program to the Department of State.

I have read and hereby agree to the attestations above and will comply with the DOS and DHS requirements for the duration of the program requested on the Form DS-2019. I understand that I must cooperate with any inquiry or investigation undertaken by DOS or DHS. I certify, under penalty of perjury, that this application and the evidence submitted with it are true and correct to the best of my knowledge.

Title 18 of the United States Code, Chapter 47, Section 1546 states:
"Whoever knowingly makes under oath, or as permitted under penalty of perjury under section 1746 of title 28, United States Code, knowingly subscribes as true, any false statement with respect to a material fact in any application, affidavit, or other document required by the immigration laws or regulations prescribed there under, or knowingly presents any such application, affidavit, or other document which contains any such false statement or which fails to contain any reasonable basis in law or fact - shall be fined under this title or imprisoned not more than 10 years (in the case of the first or second such offense), or 15 years (in the case of any other offense), or both."

Name of Faculty Sponsor: _____

Signature of Faculty Sponsor: _____ Date: _____

Name of Department Chair: _____

Signature of Department Chair: _____ Date: _____

Name of Host Department: _____ Name of Scholar: _____

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