|  |  |
| --- | --- |
| **Purpose?**  This form is used to request a DS-2019 (Certificate of Eligibility) to sponsor an EV (J-1 Visa) in our campus under one of the following categories: Scholar, Professor or Short Term Scholar. The EV (Exchange Visitor) needs the original DS-2019 to apply for his/her J-1 Visa request. | **What info is needed for this request?**   * Section I: Prospective EV Biographic Information * Section II: Scholar Background Information * Section III: U.S. Presence * Section IV: Financial Support * Section V: Dependents * Section VI: UPR Program Information, Workshop and UPR Sponsoring Department & Contact * Section VII: UPR Department Signatures * Statement of Responsibilities * Health Insurance Certificate * Accident Insurance Certificate * English Proficiency Form |
| **Who completes this request?[[1]](#footnote-1)**  The sponsoring UPR department and the proposed EV complete this. It must be submitted by the UPR department to DARI. |
| **What happens after we submit this?**  DARI will review it, and, if approved, will process a DS-2019 for the scholar. We’ll contact the Department Contact indicated in the application if more information is needed. That person will be notified when the DS-2019 is ready. |
| **How long will this take?**  We accommodate start dates, but we request to receive the complete form 60 days prior to the starting date. |

Checklist

When ready to submit your request, use this checklist to make sure that your request is complete and ready to submit. Please include the required documents after the section mentioned for each item.

|  |  |  |
| --- | --- | --- |
|  | Completed candidate form | (Make sure all parts of sections I – VII are complete) |
|  | Copy of scholar’s passport | (Bio pages only) (Section I) |
|  | Copy of Academic Credentials | (Section II) |
|  | Copy of CV (Curriculum Vitae) | (Section II) |
|  | Copy of scholar’s past DS-2019s | (if applicable, from past 2 years only) (Section III) |
|  | Copies of scholar’s current visa documents | (if applicable) (Section III) |
|  | Copy of funding documentation | (Section IV) |
|  | Copies of J-2 dependent passports | (if applicable) (Section V) |
|  | Copy of Accident Insurance Certificate\* (with evidence for J-2) | (if applicable) |
|  | Copy of Health Insurance Certificate (with evidence) |  |
|  | Obtained signed Statement of Responsibilities | (scholar can sign, scan/send to department) |
|  | Obtained department mentor & head signatures | (Section VII) |

\*The UPR will provide the insurance for all our J-1 Exchange Visitors until June 30, 2017.

|  |  |  |  |
| --- | --- | --- | --- |
| Send to DARI  Use both methods |  | To: info.dari@upr.edu  Subject: [Scholar’s Name] J Scholar Application |  |
|  |  | DARI  Luis F. Irizarry-Ramírez  Assistant Dean  Office of the Assistant Dean of International Affairs  Plaza Universitaria, North Tower  2nd Floor, Office 2211  PO Box 23336  San Juan, PR, 00931-3336 |  |

**J-1 Candidate Information Forms**

To request a DS-2019 for a J-1 Candidate

**Section I: Prospective EV Biographic Information**

|  |  |  |
| --- | --- | --- |
|  |  | |
| Passport Surname(s) | Passport Given Name(s) | |
|  |  | Male  Female |
| Preferred Name(s) *optional* |  | Sex |
|  |  |  |
| Date of Birth (mm/dd/yyyy) | City of Birth | Country of Birth |
|  |  | |
| Country of Citizenship | Country of Legal Permanent Residence | |
|  |  | |
| Current Email | Current Phone | |
|  |
| Home Address in EV’s Country of Permanent Legal Residency |
|  |
| Address 2 |
|  |
| Address 3 |

**Section II: Scholar Background Information**

1. Academic Credentials (One of the following: copy of the Diploma, copy of the Degree Certificate or copy of the Credit Transcripts with the Degree. At least one [1] copy of a recent publication [if it applies], and at least two [2] letters of recommendation.)

|  |
| --- |
|  |
| Degree(s) (include copies) |
|  |
| Certification(s) (include copies) |
|  |
| Specialty or Area of Study |

1. Occupation Information

|  |  |
| --- | --- |
|  | |
| Occupation |  |
|  | |
| Work Address | |
|  |  |
| Work Telephone Number | Work Fax Number |

**Section III: U.S. Presence**

1. Has the proposed EV been in the U.S. in J-1 (any category) or J-2 visa status during the previous 24 months?

|  |  |
| --- | --- |
| Yes | No |

If yes, attach copy of previous DS-2019 and J visa. Also indicate if restriction 212(e) was applied either on the DS-2019 or on the J visa.

1. Is the proposed EV currently in the U.S.?

|  |  |
| --- | --- |
| Yes\*\* | No\* |

*\*****If No****, DARI assumes they will use the UPR DS-2019 to enter the U.S. Skip to the next section.*

\*\**Attach copy of current visa/status and corresponding document (I-20, DS-2019, I-797) or other. Answer a.-d. as applicable:*

* 1. Does the proposed EV plan to depart the U.S. prior to the start of this J-1 scholar program (then apply for J-1 visa at U.S. consulate abroad and return to the US to seek J-1 status)?

|  |  |
| --- | --- |
| Yes\*\* | No\* |

*\*****If No****, will the proposed EV submit an application to change status? This process might take several months to process. The PEV can not start working as a J-1 until the original approval notice is received. If no, explain what the PEV is planning to.*

*\*\*****If Yes****, the PEV has to submit with the application the original DS-2019.*

* 1. Is the scholar subject to the 2 Year Home Rule from a previous J-1 or J-2 status?

|  |  |
| --- | --- |
| Yes\* | No |

*\*****If Yes****, the scholar MUST depart the U.S. prior to the start of this J-1 scholar program (then apply for J-1 visa at U.S. consulate abroad and return in J-1 status for this program).*

**Section IV: Financial Support**

Has the UPR received funding from the U.S. government specifically for the purpose of international educational exchange for this applicant (this does not include government grants given to the UPR directly, other than for the specific purpose of exchange)?

|  |  |
| --- | --- |
| Yes\* | No |
| \****If Yes****, please specify* | | |

Indicate in the chart below all sources of funding for the period requested in this application based on the minimum funding requirements. Attach copies of documentation to verify funding indicated in chart (ex. offer letter, scholarship letter, bank statement).

**Minimum funding requirements\*:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | For | Per Month | Per Year | | J-1 Scholar | $1,850 | $22,200 | | Additional funds are required if scholar is inviting J-2 dependents | | | | 1 Dependent | $300 | $3,600 | | 2 Dependents | $600 | $7,200 | | 3 Dependents | $900 | $10,800 | | \*Minimum considers cost of basic accommodations, utilities, food & transportation. Planning for more is recommended. | | | | Documentation should be in U.S. $ or include currency conversion. It should be in English or have an unofficial English translation attached.  UPR Offer Letters: If the dates in this request do not match the initial offer dates in your letter, a statement should be added in/with the letter that the department requests the DS-2019 to be issued for the dates matching in this request.  Funding ranges: If a funding letter provides a range of support, the lower amount is to be used for this request. |

***NOTE***: If the stipend or salary stated on the petition does not comply with this guidelines, a sworn statement of economic support to the visitor (by a relative) or a bank statement of the visitor will be required as proof of economic solvency. These amounts do not include the cost of the health insurance for the visitor and his/her dependents (spouse and children, if applicable). if the sponsor is not going to cover the cost of the health insurance for the visitor and his/her dependents (if applicable), you have to add to the minimum amount $5,000 per year. The visitor can also provide evidence that he/she has a health insurance (it most comply with the minimum amounts required by the Code) that will cover him/her and his/her dependents for the duration of the program. The visitor is also responsible to maintain an accident insurance for his/her dependents (spouse and children) in J-2 status.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Funding Source | 1st Year | 2nd Year (If applicable) | 3rd Year (If applicable) | 4th Year (If applicable) | 5th Year (If applicable) | Total in U.S. $ |
| UPR | $ | $ | $ | $ | $ | $ |
| U.S. Government Agency\* | $ | $ | $ | $ | $ | $ |
| International Organization\* | $ | $ | $ | $ | $ | $ |
| Exchange Visitors Government | $ | $ | $ | $ | $ | $ |
| Binational Commission of the Exchange Visitor’s Country | $ | $ | $ | $ | $ | $ |
| All Other Universities or Organizations\* | $ | $ | $ | $ | $ | $ |
| Personal Funds | $ | $ | $ | $ | $ | $ |
| Total in U.S. $ | $ | $ | $ | $ | $ | $ |

***\*Indicate in the space(s) below the name(s) of the Funding Source(s):***

|  |
| --- |
|  |
| U.S. Government Agency Name |
|  |
| International Organization Name |
|  |
| All Other Universities or Organizations Name |

**Section V: Dependents**

If the scholar wishes to invite dependents (children under the age of 21 or a spouse) in J-2 status, please complete the information below for each dependent. (Note: J-2 dependents are not allowed to enter the U.S. before the J-1’s initial entry.) (Copies of all dependents’ passports)

***Dependent 1***

|  |  |  |
| --- | --- | --- |
|  |  | |
| Passport Surname(s) | Passport Given Name(s) | |
|  |  | Male  Female |
| Preferred Name(s) *optional* |  | Sex |
|  |  |  |
| Date of Birth (mm/dd/yyyy) | City of Birth | Country of Birth |
|  |  | |
| Country of Citizenship | Country of Legal Permanent Residence | |
|  | |  |  | | --- | --- | | Spouse | Child | | |
| Current Email (If one exists) |

***Dependent 2***

|  |  |  |
| --- | --- | --- |
|  |  | |
| Passport Surname(s) | Passport Given Name(s) | |
|  |  | Male  Female |
| Preferred Name(s) *optional* |  | Sex |
|  |  |  |
| Date of Birth (mm/dd/yyyy) | City of Birth | Country of Birth |
|  |  | |
| Country of Citizenship | Country of Legal Permanent Residence | |
|  | |  |  | | --- | --- | | Spouse | Child | | |
| Current Email (If one exists) |

***Dependent 3***

|  |  |  |
| --- | --- | --- |
|  |  | |
| Passport Surname(s) | Passport Given Name(s) | |
|  |  | Male  Female |
| Preferred Name(s) *optional* |  | Sex |
|  |  |  |
| Date of Birth (mm/dd/yyyy) | City of Birth | Country of Birth |
|  |  | |
| Country of Citizenship | Country of Legal Permanent Residence | |
|  | |  |  | | --- | --- | | Spouse | Child | | |
| Current Email (If one exists) |

**Section VI: UPR Program Information, Workshop and UPR Sponsoring Department & Contact**

1. J-1 category. Choose the category that best fits the type of role the scholar will have at the UPR.
   1. Primarily teaching, lecturing, and may conduct research and observe. (Minimum 3-week stay in the U.S.; maximum 5-year stay in the U.S.; subject to 24-Month Bar\*)

|  |
| --- |
| Professor |

Will this scholar’s program last more than 6 months, or is it likely to extend beyond 6 months?

|  |  |
| --- | --- |
| Yes | No, See c. |

* 1. Primarily conducting research and may also lecture and observe. (Minimum 3-week stay in the U.S.; maximum 5-year stay in the U.S.; subject to 24-Month Bar\*)

|  |
| --- |
| Research Scholar |

Will this scholar’s program last more than 6 months, or is it likely to extend beyond 6 months?

|  |  |
| --- | --- |
| Yes | No, See c. |

* 1. The Person with similar education to professor/research scholar coming for short-term visit primarily for research, lecturing, observing, training, or demonstrating special skills. (No minimum stay, but a maximum 6-month stay in the U.S.; not possible to extend or change status; not subject to 24-Month Bar\*)

|  |
| --- |
| Short Term Scholar |

*\*24-Month Bar is often confused with 2 Year Rule. See DARI website or contact DARI.*

1. Program Begin Date. Program End date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| Month (MM) | Day (DD) | Year (YYYY) | Month (MM) | Day (DD) | Year (YYYY) |

1. Describe in one sentence, the primary project and activities in which the individual will be engaged (research in…, teaching, etc.)

|  |
| --- |
|  |
| Primary Projects and Activities |

1. Describe in one sentence, your work program for the activity or projects.

|  |
| --- |
|  |
| Work Program |

1. Site of Activity. Indicate the scholar’s physical location(s) for scholar activities.

|  |  |
| --- | --- |
| UPR Sponsoring Department. | UPR sponsoring department and an additional site. \* |

*\*If more than one additional site, attach list on a separate sheet.*

|  |
| --- |
|  |
| Additional Site of Activity Name |
|  |
| Additional Site of Activity (Including the Physical Address and the Street, Building, Classroom, Office Number) |

1. Contact person must be staff or faculty at the UPR and will be contacted by DARI for questions and DS-2019 preparation notification.

|  |  |  |
| --- | --- | --- |
|  |  | |
| Department Name | Contact Name | |
|  |  | |
| Email | Phone | |
|  |  | |
| Address | Address 2 | |
|  |  |  |
| City | State | Postal Code |

**Section VII: UPR Department Signatures**

We understand that the primary purpose of the J Exchange Visitor Program is not to provide employment, but to foster the exchange of ideas between Americans and foreign nationals and to stimulate international collaborative teaching and research efforts.

We understand that the exchange of scholars promotes mutual enrichment and linkages between research and educational institutions in the United States and foreign countries. It does so by providing foreign scholars the opportunity to engage in research, teaching and lecturing with their American colleagues, to participate actively in cross-cultural activities with Americans, and ultimately to share with their fellow citizens their experiences and increased knowledge about the United States and their substantive fields.

We understand that J-1 Research Scholars’ primary activity must be conducting research; J-1 Professors’ primary activity must be lecturing; J-1 Short Term Scholars’ primary activity must be conducting research, lecturing, observing, consulting, training, or demonstrating special skills.

Our department is inviting this individual for the period indicated.

We understand that it is our responsibility to make sure that the scholar will have an appropriate housing throughout the stay.

If our department will be funding the scholar, we verify that the information is accurate in the application materials.

We understand that the scholar and their dependents are required to carry health and accident insurance for the duration of their stay. <http://ocs.gobierno.pr/ocspr/index.php/enlaces-de-interes/aseguradores-del-pais>

If this scholar is requesting to transfer to the UPR from another J Program Sponsor in the U.S., we confirm that this will be a continuation of their original program. This means that the scholar’s program objectives at the UPR will be consistent with the individual’s original program objectives for which they were initially invited to the U.S. to complete.

The faculty mentor indicated below agrees to abide by the “Faculty Mentor Responsibilities” found on our website.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | | |
| Signature of UPR Faculty Member | | Date | | |
|  | |  | | |
| Print Name | | Phone | | |
|  | |  | | |
| Title | | Email | | |
|  | |  | | |
| Signature of UPR Department Head | | Date | | |
|  | |  | | |
| Print Name | | Phone | | |
|  | |  | | |
| Title | | Email | | |
|  | |  | | |
| Signature of UPR Dean of International Relations | | Date | | |
|  | |  | | |
| Print Name | | Phone | | |
|  | |  | | |
| Title | | Email | | |
|  |  | |  |
| This is in support of [Scholar Surname] | [Scholar Given Name] | | Scholar UPR ID |

Rev. Jun., 2017

1. Some parts of this request must be completed by the sponsor and other parts can be completed by the sponsor (using the information provided by the candidate) or by the candidate. [↑](#footnote-ref-1)