

Beloit College Office of International Education

J-1 Exchange Visitor DS-2019 Request Checklist

To request a DS-2019 for a visiting J-1 scholar, please submit the following completed documents to Shannon Jolly at the Office of International Education (Box 134) or by email at jollysl@beloit.edu

- Departmental Request to Host J-1 Exchange Visitor (included in this file)

- J-1 Scholar Proof of English Proficiency form (included in this file)
 - Supporting Document(s) demonstrating English Proficiency as listed on the Form

- Copy of Invitation/Appointment Letter from Beloit College

- Copies of financial support documents (letter(s) from sponsoring organizations and/or personal bank statements)

- Copies of passport information page(s) for Exchange visitor and any accompanying dependents

Beloit College Office of International Education

Departmental Request to Host J-1 Exchange Visitor

Section 1: Hosting Faculty/Department Information

<input type="text"/>	<input type="text"/>
Contact Name	Department
<input type="text"/>	<input type="text"/>
Email	Telephone

Section 2: Exchange Visitor Biographical Information

Please also attach a copy of the biographical information page of the Exchange Visitor's Passport

<input type="text"/>	<input type="text"/>
Family Name(s)	Given Name(s)
<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Preferred Name (if applicable)	
<input type="text"/>	<input type="text"/>
Date of Birth (mm/dd/yyyy)	City and Country of Birth
<input type="text"/>	<input type="text"/>
Country of Legal Permanent Residence	Country of Citizenship

Permanent Address in Home Country:

Current Email Address:	<input type="text"/>
------------------------	----------------------

Will the Exchange Visitor be accompanied by a spouse or dependent children (under age 21)?

- Yes (Please provide copies of the passport information pages for each dependent)
 No

Section 3: Exchange Visitor Background Information

Current Position in Home Country (e.g. Professor at Henan University, China)

Subject Field (e.g. Education, Biology)

Highest Degree Obtained

Section 4: Exchange Visitor U.S. Activity Information

J-1 Category Requested (select one)

Short Term Scholar

Research, observation, lecture, or other related activities not to exceed 6 months. Not subject to 12 month or 24-month bar, but **activities may not be extended beyond 6 months.**

Professor

Primary activity is teaching and/or lecturing. **Duration of three weeks to 5 years;** Initial stay may be extended within maximum duration. Subject to 12 month and 24 month bars.

Research Scholar

Primary activity is conducting research. **Duration of three weeks to 5 years;** Initial stay may be extended within maximum duration. Subject to 12 month and 24 month bars.

Anticipated Start Date:

Anticipated End Date

Exchange visitor may arrive in the United States a maximum of 30 days before program start date

Purpose of Exchange:

Please provide a brief description (1-2 sentences) of the primary responsibilities and activities for the period the EV will be at Beloit College and the primary field of study

Examples: Exchange Visitor will conduct research in the field of Education comparing the differences in teaching methods in American and Chinese classrooms.

Exchange Visitor will teach courses in Biology

Primary location of activity (If on campus indicate Department and Building, If off Campus list Physical Address)

Section 5: Exchange Visitor Funding

Please list all sources of funding for the duration of the Exchange Visitor's program. The Exchange Visitor must document that he/or she has access to sufficient funding to meet minimum expenses for the duration of his/or program. Minimum funding requirements are:

- \$1,100/ month/ individual
- \$550/month for spouse
- \$275/ month per each child
- \$1,000/ initial adjustment expenses

These estimates do not include the cost of mandatory health insurance (\$60-\$300/month)

Funding Source	Name of Agency (if applicable)	Amount of Funding
Beloit College		
International Organization		
U.S. Government Agency*		
Exchange Visitor's Government		
Other organizations		
Personal or Family Funds		

*Please categorize funding by the U.S. Government only if the **Exchange Visitor** receives funds directly from a U.S. government agency. When individuals are supported through U.S. government funds paid to a Beloit college professor, department or grant, this is not considered to be direct government funding.

Please provide copies of funding letters and/or bank statements to support each funding source that the Exchange Visitor will be utilizing.

Section 6: Health Insurance

All J-1 Exchange Visitors and their accompanying J-2 dependents must obtain health insurance for the duration of their stay that meets certain minimum requirements

- Medical benefits per accident or illness: **\$100,000**
- Repatriation of remains: **\$25,000**
- Medical evacuation: **\$50,000**
- Maximum Deductible per accident or illness: **\$500**

The exchange visitor will be purchasing his/her own insurance (must provide proof at time of check-in with OIE)

The department or the college will be purchasing health insurance for the exchange visitor
 Note: The college health insurance plan does not meet the Medical evacuation and repatriation requirements. Additional insurance would be needed to cover this.

Host Faculty/Department Authorization

 Host Faculty/Department Signature

 Date

Please submit this form and the following supporting documents to Shannon Jolly in the Office of International Education (Box 134) or by email to: jollysl@beloit.edu:

- Funding Documentation (copy)
- Copy of Passport Information Page(s) for Exchange Visitor and any dependents
- Appointment or Invitation Letter (copy)
- Proof of English Proficiency Form and Supporting Document(s)

Beloit College Office of International Education

J-1 Scholar Proof of English Proficiency

Effective January 5, 2015, a revision to the U.S. Federal Regulation for Exchange Visitors under 22 C.F.R. Part 62 Subpart A mandates that prior to issuance of the form DS-2019 Certificate of Eligibility, Exchange Visitor Program Sponsors must establish and document that:

The exchange visitor possesses 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. A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option." (22 C.F.R. §62.10(a)(2))

To Be Completed by Sponsoring Department/Faculty

The following documentation is being submitted with this form as evidence of English Language Proficiency for incoming J-1 Scholar: _____

(Name of Scholar)

Note: Only one form of documentation is necessary

Copy of test scores for the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores from within the last 5 years

Copy of diploma, transcript or completion certificate as evidence of successful completion of a course of study taken at an institution in which English is the primary language of instruction

Letter from an English language instructor at an academic institution in the U.S. or elsewhere who knows the applicant and can certify that the applicant has a sufficient level of English proficiency to:

- Be able to communicate with students in the classroom (instructional positions only)
- Be able to carry out other responsibilities associated with the position
- Be able to navigate daily living tasks in English

Statement from Christina Eddington, Beloit College ESL Instructor, to certify completion of video chat to assess English language proficiency

This individual is a Native speaker of English

Sponsoring Faculty Signature

Date