

Application Checklist/Required Documentation

- DS-2019 Request Form (attached below)
- Invitation from Department detailing program objectives and signed by the school’s Dean’s office
- Copy of passport bio page (for J-1 and any J-2 dependents)
- Resume/CV of scholar
- Copies of previous DS-2019s (if applicable)
- Proof of funding (in English) which meets minimum requirements (see below)
- Proof of English proficiency (see page 3)

DS-2019 Request Form

Visiting Scholar Section *(to be filled out by visiting scholar)*

Scholar Personal Information

Name (as it appears on passport):	Phone Number:
City of Birth:	Country of Birth:
Country of Citizenship:	Country of Permanent Residence:
Permanent Home Address (not in U.S.):	
Email Address:	Position in Home Country:
Have you ever been in the U.S. on a J-1 visa in the past? *If yes, include copies of all previous DS-2019s.	
Will any family members (spouse or child) accompany you to SIUE? *If yes, include a copy of each dependent’s passport bio page.	

Proof of Funding

Proof of funding which meets these minimum requirements is needed to create a DS-2019 in order to apply for a J visa:

- \$1,800 per month for the visiting scholar (\$21,600 per year)
- \$417 per month for the J-2 spouse (\$5,000 per year)
- \$333 per month for each J-2 child (\$4,000 per year)

The proof of funding could include any of the following:

- Offer letter from SIUE indicating a salary or stipend
- Scholarship or sponsor letter signed and on the organization’s letterhead
- Personal bank statement—if statement does not have scholar’s name on it, it must be accompanied by a sponsor letter stating that the money will be used for the scholar’s stay.

Health Insurance

Under U.S. Department of State (DOS) regulations, all J visa holders are required to have medical insurance for themselves and their dependents for the duration of their program. The Office of International Affairs suggests that scholars purchase the Plan E Plus from Visit Insurance www.visitinsurance.com, which meets all DOS requirements. The scholar must purchase health insurance for themselves and their dependents (if any) **before arriving** in the U.S. and the coverage must last for the entire program on the DS-2019, including one week before and after. Failure to purchase or maintain insurance coverage during the full program will result in termination of their record. Upon creation of the DS-2019, the scholar will receive information regarding enrollment in this plan. For questions regarding health insurance before this time, please contact the Office of International Affairs.

I declare that I understand and will comply with the insurance requirements above through the DOS.

Scholar’s Signature Date

Host Department Section (to be filled out by faculty host)

Program Specifics

Start Date of Program:	End Date of Program:
Department Host Faculty Name:	
Host Phone:	Host Email:
Physical address of scholar activity (include department location and campus box):	

Category of Visiting Scholar Program (pick one)

- Professor (maximum 5 years)
- Research Scholar (maximum 5 years)
- Short-term scholar (maximum 6 months)

Will the scholar be an employee of SIUE? Yes No

* Note: If you are unsure of the category, please consult with the Office of International Affairs.

Description of program activities for the scholar:
Cross-cultural activities the scholar will participate in while in the US:

English Language Proficiency

Federal regulations state that proficiency in the English language must be met in order for a scholar to be eligible for a program. The requirements can be met in any of the following ways:

1. Citizen of a country in which English is the primary language, designated by the [list on SIUE's website](#). *If yes, the passport will be accepted as proof.*
2. A degree in which the primary language of instruction was English. *If yes, the scholar must provide either a transcript or a signed letter (dated within the last 2 years) from the academic institution stating the dates of enrollment and graduation and affirming that the primary language of instruction was English.*
3. An [acceptable test score](#)—TOEFL (79 iBT, 550 paper-based), IELTS (6.5 overall band), Michigan Test of English Language Proficiency (64), or Pearson Test in English (53). *If yes, the scholar must provide proof of results that are no more than 2 years old at the time they are submitted.*

If the scholar is not able to provide proof of any of the options listed above, the SIUE host must conduct an interview with the scholar and include the **Interview Assessment Report**.

Host Department Verification

As the department sponsor of this prospective exchange visitor, we understand and accept the hosting responsibilities with respect to the above named J-1 exchange visitor and any J-2 dependents. We acknowledge that failure to comply with the Department of State regulations may result in the termination of the exchange visitor's program in order to maintain the integrity of and SIUE's ability to continue to participate in the Department of State Exchange Visitor Program.

SIUE Host Faculty Member

Signature	Printed Name	Date
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Department Chairperson/Dean

Signature	Printed Name	Date
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