

## **Extension DS-2019 Application for J-1 Exchange Visitors**

***International Student and Scholar Services (ISSS) does not determine the employment category of a prospective Exchange Visitor (J-1). No immigration documents will be issued without an appropriately issued and signed offer letter. Please contact Sharon Loughran at [sharon.loughran@temple.edu](mailto:sharon.loughran@temple.edu) or 215-204-3805 with any immigration questions that you may have.***

### **Postdoctoral Fellow or Visiting Research Scholar (Graduate)**

Send this form and supporting documents with appropriate employment documentation [available at [www.temple.edu/grad/pfo/guidelines.html](http://www.temple.edu/grad/pfo/guidelines.html)] to:

Dr. Zeb Kendrick  
Associate Dean, Graduate School  
[zkend@temple.edu](mailto:zkend@temple.edu)  
215-204-8526

### **Visiting Research Scholar (Postgraduate) or Visiting Faculty**

Send this form and supporting documents with appropriate employment documentation [available at [www.temple.edu/vpfaculty/appointments/VisitingResearchScholar.htm](http://www.temple.edu/vpfaculty/appointments/VisitingResearchScholar.htm)] to:

Evy Lopez-Feliciano  
Office of the Senior Vice Provost for Faculty Development & Faculty Affairs  
Suite 350 Carnell Hall (040-18)  
[elopez@temple.edu](mailto:elopez@temple.edu)  
215-204-4952

The inviting department must ensure that the individual will be paid any stipend or salary promised to the individual. For stipends, contact Accounts Payable to determine the correct steps; for a salaried J-1, contact your HR liaison. **International Services is not involved in payment issues.**

**The J-1 and the inviting department must comply with all applicable Temple University policies as well as US Department of State regulations.**

**Provide all information requested; missing information will cause unnecessary delays.**

### **A Complete Application Includes:**

- Completed application form signed by the J-1's supervisor, the Department Chair and by J-1;
- Properly issued and signed invitation or appointment letter;
- Documentation of sufficient funding;
- Proof of health insurance coverage for the duration of the new appointment letter;
- Copy of J-1's current *curriculum vitae*; and
- Copies of any new immigration documents issued to the J-1 since the last time ISSS issued a Form DS-2019 for the J-1

**Section 1. Departmental Information: Provide all information requested**

Department Name			
COMPLETE Department Address:			
Contact Name in Department:			
Email Address:			
Secondary Contact Name:			
Email Address:			

**Section 2. Information To Be Completed By J-1 Applicant**

Last (Family) Name:			
First Name:		Middle Name:	
Email Address:			<input type="checkbox"/> Female <input type="checkbox"/> Male
Date of Birth (mm/dd/yyyy):			<input type="checkbox"/> Single <input type="checkbox"/> Married
Country of Permanent Residence:		Country of Citizenship:	
Address Outside the US:			
Phone # Outside US :		Phone # In US:	
Current US Address:			
Have you applied for US Permanent Residence [a green card]? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you filed for a Waiver of the Two Year Home Residency Requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you received a Waiver Recommendation from the State Dept? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**INSURANCE STATEMENT:** I understand that the US Department of State (DOS) mandates that I purchase health adequate insurance for myself and my accompanying J-2 dependents from my program start date to my program end date. **I understand that I must purchase health for the duration of my new appointment** insurance from a company listed at [www.nafsa.org/resourcelibrary/default.aspx?id=8823](http://www.nafsa.org/resourcelibrary/default.aspx?id=8823) or from **PSI (www.psiservice.com)** or else from **MEDEX** if I receive insurance from Temple University.

**By signing this form, you agree to comply with Temple University policy and US State Department regulations.**

J-1's Signature:	
Today's Date:	

### **Section 3. Financial Documentation**

The J-1 must be able to document a minimum of \$21,000 per year. Submit all financial documentation in English.	
SOURCE	AMOUNT
<b>Temple University</b>	
<b>U.S. Government [ONLY if funds are specifically for applicant, not funds paid to TU or TU affiliate]</b>	
<b>International Organization</b>	
<b>Exchange Visitor's Government</b>	
<b>All other organizations</b>	
<b>Personal</b>	

**More information on documentation financial sources can be found online at [www.temple.edu/ois/home/h1b1j1/DocumentingFinancialSources.htm](http://www.temple.edu/ois/home/h1b1j1/DocumentingFinancialSources.htm)**

### **Section 4. Departmental Declaration**

**Please note that the information contained in this application will be transferred to a controlled US Government Document; any falsification of information may subject the University to sanctions and/or penalties.**

By signing below and submitting this application, we agree to abide by all applicable Temple University policies and US Department of State regulations. We authorize ISSS to issue a Form DS-2019 on behalf of our department for the person named on Page 2 to participate in the program as described in this application. Moreover, we agree to:

- Ensure that the J-1 and all J-2 dependents have purchases the required complete medical insurance coverage for the duration of the J Program;
- Assist J-1 with all Human Resources paperwork;
- Immediately inform ISSS if J-1 does not come to Temple or if J-1 leaves Temple before the end date on Form DS-2019.
- Notify ISSS PRIOR to any changes made to applicant's J Program (change of title, funding, etc)

<b>Supervisor's Name:</b>		<b>Email:</b>	
<b>Supervisor's Signature:</b>		<b>Date:</b>	
<b>Dept Chair's Name:</b>		<b>Email:</b>	
<b>Chair's Signature:</b>		<b>Date:</b>	