

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 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] to:

Dr. Zeb Kendrick
Associate Dean, Graduate School
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] to:

Evy Lopez-Feliciano
Office of the Senior Vice Provost for Faculty Development & Faculty Affairs
Suite 350 Carnell Hall (040-18)
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 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
Temple University	
U.S. Government [ONLY if funds are specifically for applicant, not funds paid to TU or TU affiliate]	
International Organization	
Exchange Visitor's Government	
All other organizations	
Personal	

More information on documentation financial sources can be found online at 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)

Supervisor's Name:		Email:	
Supervisor's Signature:		Date:	
Dept Chair's Name:		Email:	
Chair's Signature:		Date:	