



Office of
Global
Engagement

330 Ronan Hall, Mount Pleasant, MI 48859 • Phone: (989) 774-4308 • Fax: (989) 774-3690

In order to issue a form DS-2019, which will be used to apply for a J-1 visa, please submit this form, as well as all other required documents listed below to:

Lindsay Barron
lindsay.barron@cmich.edu
International J-1 Student/Scholar Advisor

Required Documents

- | Sponsoring Department | Exchange Visitor |
|---|---|
| <input type="checkbox"/> Letter of Invitation from CMU Department | <input type="checkbox"/> Exchange Visitor Request |
| <input type="checkbox"/> Department Request for Exchange Visitor | <input type="checkbox"/> Copy of Passport |
| | <input type="checkbox"/> Exchange Visitor's C.V. |
| | <input type="checkbox"/> Copy of Research Plan |
| | <input type="checkbox"/> Proof of Funding |

Please note: if you will have any dependents (spouse or children), additional documentation will be required. Please see page 3 for more information

Exchange Visitor Personal Information

Please be sure to list your name exactly as it appears on your passport

| | | |
|--------------------------------------|--------------------------------|-------------|
| _____ | _____ | _____ |
| Family Name | First Name | Middle Name |
| _____ | _____ | _____ |
| Date of Birth (mm/dd/yyyy) | Male | Female |
| _____ | _____ | _____ |
| City of Birth | Country of Birth | |
| _____ | _____ | |
| Country of Citizenship | Country of Permanent Residency | |
| _____ | _____ | |
| Occupation & Title in home country | | |
| _____ | | |
| Name of Employer or Home Institution | | |
| _____ | | |

Exchange Visitor Request Form
Research Scholar/Short-Term Scholar/Professor

Have you been in J-1 or J-2 status in the past 5 years? Yes No

***If you check yes, please attach copies of all previous DS-2019's*

If you are currently a student, please indicate your currently level of study:

Master

Ph.D/Post Doc

Foreign Address Information

Please note: the address you list below will be where your immigration documents will be sent via DHL once they have been processed.

Street address

City

State/Province

Country

Zip Code

Preferred Email Address

Telephone Number

Health Insurance

Upon your arrival to campus, you will need to submit proof of adequate health insurance coverage.

Federal regulations require that all Exchange Visitors maintain health insurance coverage for the entirety of their program. The university is not required to pay for the insurance coverage but must ensure that the visitor *and all accompanying dependents* have valid coverage while in the United States. You will be required to submit proof of coverage once you arrive to campus.

- Medical Benefits of at least **\$100,000 per accident or illness**;
- Expenses associated with medical evacuation of the exchange visitor to his or her home country in the amount of **\$50,000**;
- Repatriation of remains in the amount of **\$25,000**;
- A deductible that does not exceed **\$500 per accident or illness**

***Note:** Insurance provided to CMU Faculty and Staff does **not** meet the minimum requirements for the Exchange Visitor program. These insurance minimum requirements are set by the Department of State, not CMU, so no exceptions to coverage will be made. If you chose to use this coverage, you will be required to also purchase supplemental coverage for Medical Evacuation and Repatriation.*

Financial Support

Exchange Visitors are required to show adequate proof of financial support for the entirety of their program at Central Michigan University. A minimum of \$15,000 USD of support per year for the Exchange Visitor is required. If you will be here less than one year, this amount will be prorated to reflect the length of time of your program. We will accept the following as proof of adequate financial support:

- If you will be sponsored by CMU, please submit your official appointment letter to show salary/stipend amount
- If you are using personal funds, you will be required to submit a personal bank statement showing the required amount of funding in an account. This must be on bank letter head and/or signed by a bank official
- If you are receiving a government or any other form of scholarship, please send us a copy of the letter that indicates what amounts and what will be covered. If the amount is not enough to cover the entirety of your stay, you will need to submit a supplemental bank statement

***NOTE:** If you are bringing any dependents with you (spouse or child) there is an additional proof of funding requirement of \$3,500 USD per dependent.*

Exchange Visitor's Dependent Information

If you will be bringing any dependents with you (either spouse or child), in addition to extra funding, you will also need to provide a copy of each person's passport. In addition, for spouses, you will need to provide a copy of your marriage certificate (translated into English if it is not already) and for children, you will need to provide a copy of their birth certificate.

| Name Last, First, Middle (must be exactly what appears on passport) | Gender Male/Female | Date of Birth mm/dd/yyyy | City& Country of Birth | Country of Permanent Residence | Country of Citizenship |
|---|------------------------------|------------------------------------|---|---|-----------------------------------|
| Spouse: | | | | | |
| Child: | | | | | |
| Child: | | | | | |
| Child: | | | | | |