



J-1 Exchange Visitor (EV) Scholar DS-2019 Request

International Student and Scholar Services (ISSS) looks forward to welcoming you to campus for your exchange program.

The purpose of the U.S. Department of State's Exchange Visitor Program (J-1 status) is to promote mutual understanding between the people of the United States and the people of other countries by educational and cultural exchanges.

If you have questions, please contact j1ev@cmich.edu or by calling the office at 989.774.4308.

Process

1. Complete the J-1 Exchange Visitor (EV) Scholar Request and submit the request and supporting documents to j1ev@cmich.edu.
2. An ISSS advisor reviews all the documents after they have all been submitted. If there are questions or concerns the advisor will reach out to you and/or host department.
3. The ISSS advisor will issue the DS-2019 and send it via email to you.
4. Apply for the J-1 visa at a U.S. embassy or consulate of your choosing.
5. Email j1ev@cmich.edu when you have decided on your arrival date.
6. Within 30 days of the program start date (on the DS-2019), schedule a J-1 Immigration Check-in at <http://tinyurl.com/ISSSappt>.

For International Students and Scholars (ISSS) to issue form DS-2019, each exchange visitor must complete the form below for issuance of the DS-2019 and attach supporting documents:

- Passport Copy
- Exchange visitor's CV
- Copy of research plan (for researchers)

Once completed, please submit the required documents in one PDF to j1ev@cmich.edu. In the subject line, please include the Exchange Visitor's name and "Create DS-2019 Request".



Exchange Visitor Information (Please be sure to list your name exactly as it appears in your passport.)

Family name

Given name

Middle name

Email

CMU Host Department Information

Host department name

CMU host faculty name

DS-2019 Biographical Information

Date of birth (mm/dd/yyyy)

Gender: Male Female

City of Birth

Country of Birth

Country of Citizenship

Country of Permanent Residency

Address outside of the United States

Street Address

City

State/Province

Postal/Zip Code

Country

+(_____)_____
Country Code and Phone Number



Previous J-1 Program Information

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

If you select yes, please submit copies of all previous DS-2019s.

DS-2019 Program Information

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

Bachelor Master Ph.D./Post Doc Not Applicable

Occupation and title in home country

Name of employer or home institution

Dependents

If you will be bringing any dependents with you (spouse or child), in addition to extra funding (see financial documents), you will also need to provide a copy of each person’s passport. Additionally, you will also need to provide a copy of your marriage certificate and for your children you need to provide a copy of their birth certificate. You will need to provide English translations of the marriage certificate and/or birth certificate if they are not already in English.

Name (as it appears on the passport)	Gender (male/ female)	Date of birth (mm/dd/ yyyy)	City and Country of Birth	Country of Permanent Residence	Country of Citizenship
Spouse:					
Child:					
Child:					
Child:					



Financial Support

To be eligible for the DS-2019, Exchange Visitors (EV) must submit financial documents to show they have sufficient financial support for the duration of their program.

Exchange Visitor Information (Please be sure to list your name exactly as it appears in your passport.)

Given (first) name

Family (Last) name

Middle name

Host department name

CMU host faculty name

Financial support needed:

A minimum of \$20,000 USD of support per year for the Exchange Visitor is required. If the exchange visitor’s program is less than one year, the amount will be prorated. If you are bringing any dependents with you (spouse or child) there is an additional proof of funding requirement of \$5,000 USD per dependent, per year.

Financial support worksheet (expenses listed on DS-2019)

Expense	Number	Amount	Total
Living expenses	1	\$20,000	\$20,000
Dependents		X \$5,000 =	
		Total expenses on DS-2019:	

Sources of funding supporting documentation

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 or sponsor funds, you will be required to submit a personal bank statement or bank letter showing the required amount of funding in an account in English. This must be on bank letter head and/or signed by a bank official. Translations must be completed by a certified translator, not the Exchange Visitor. Funds must be liquid funds such as a checking or savings account. Bank letters/statements cannot be more than 6 months old.
 - We cannot accept the following documents: property certificates, health/life insurance accounts, retirement accounts, value of business, or credit card statements.
 - If someone other than yourself is sponsoring you, please completed the sponsor affidavit in this request.
- If you are receiving government funding or any other form of scholarship, please send us a copy of the letter that indicates the amount awarded 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.



Sources of funding worksheet

Source	Amount	Required supporting documentation
Sponsor		Sponsor affidavit (see next page), bank statement/letter
Binational commission		Letter of sponsorship
Home country government		Letter of sponsorship
Personal		Bank statement/letter
U.S. government organization		Letter of sponsorship
International organization		Letter of sponsorship
Other organization		Letter of sponsorship
Total from all sources of funding:		

Note: The total from all sources of funding must exceed or be equal to the financial support worksheet (previous page).



Sponsor Affidavit of Financial Support

To be completed by the student:

Family (last) name Given (first) name CMU ID Number

To be completed by the sponsor:

Sponsor name: _____

Sponsor's relationship to student: _____

Sponsor's current address: _____

Amount in USD of funding to be provided to the student: \$ _____

Please provide the scholar a recent (no older than 6 months) bank statement or letter as proof (in English) of funding referencing to an account to which you have the authority to use funds. This must be on bank letter head and/or signed by a bank official.

Will these funds be issued from a business, company, or corporate account which you have authority to use?

Yes. Letter on bank letterhead required must indicate the following:

- A list of signatories on the account
- If there are multiple signatories, a statement indicating how each signatory can use account funds. (Example: can they sign alone, or must they sign together)

No.- this is from my personal account

I certify that I have read and understand this document. To the best of my knowledge, the statements made herein are accurate and complete. I agree to provide the funds listed above to meet the required expenses for this student. I further agree that all documentation I provide as proof of available funds are accurate and complete to the best of my knowledge. I understand that the deliberate falsification of any financial documentation provided to the university may result in revocation of the DS-2019.

Sponsor signature

Date (mm/dd/yyyy)