

Important Information and Instructions for Completing the Department Request For DS-2019 Form

U.S. Immigration and Customs Enforcement

1. Prospective Exchange Visitors (EV) need 2-3 months to obtain a J-1 visa. The Department of Homeland Security (DHS) will assess J-1 applicants \$100 prior to obtaining the J-1 visa (payable before going to their interview in the U.S. embassy, at their home country). Dependents (J-2) do not have to pay this fee.
2. EVs **must** enter the U.S. on or before 30 days from the beginning date on their program. If the EV cannot arrive on or before the beginning date on the DS-2019, the Office of International Students & Scholars (OISS) **must** be notified so that their SEVIS record can be amended to reflect the new arrival date. Failure to do so **will** result in the termination of their program and the EV **will** not be permitted to enter the U.S. (Homeland Security regulation).
3. EVs **must** show proof of health insurance for self and dependents. EVs are not covered by URI's health benefits. Hence, they must purchase it from a private provider, at home or in the U.S. Failure to do so **will** result in the termination of their program (Department of State regulation).
4. EVs and dependents **must** report to the Office of International Students and Scholars immediately upon arrival to the U.S. and the URI campus. Please make an appointment before coming, as the process is long. Failure to report **will** result in the termination of their program (Homeland Security and State regulation).
5. EVs and dependents **can** obtain a social security card **only** if employed in the United States. The Social Security Administration **will not** grant a social security card to a person for the purpose of obtaining a driver's license, rent an apartment, or open a bank account (Social Security Administration regulation).

Extensions

6. If you wish to extend the Exchange Visitor, you must submit an extension **no later** than 30 days prior to the expiration date on the EV's current DS-2019 document. You can access the request form (PDF document) by visiting the ISS web page: <http://www.uri.edu/iss/forms/forms.htm>

Transfers from-to another American institution:

7. If an EV wishes to transfer to URI from another American institution, the EV must discuss the plans with the transfer-out institution and that institution must release the EV to URI (Homeland Security regulation).
8. The transfer-out school must transfer the EV's record using SEVIS, before URI can generate a new DS-2019.

Exchange Visitors Categories

9. **Student:** An individual pursuing a full course of study leading to or culminating in the award of a U.S. degree from a post-secondary accredited educational institution (**degree**).
 - Engaged full-time in prescribed course of study of up to 24 months duration (**non-degree**)
 - Engaged in academic training (**degree and non-degree**)
 - Engaged in English Language Training (**non-degree**)
10. **Interns:** The Department of State has not issued a directive for this category. Nevertheless, at URI several academic departments sponsor interns (paid and unpaid) to complete and/or participate in research activities. To accommodate that need, the **Interns** are brought in under the **Research Scholar** category.
11. **Research Scholar:** An individual primarily conducting research, observing, or consulting in connection with a research project at research institutions, corporate research facilities, museums, libraries, post-secondary accredited educational institution, or similar types of institution. The research scholar may also teach or lecture,

unless disallowed by the sponsor. EV cannot be placed “on a tenure track.” But can be a on a visiting capacity on a normally tenure track position (temporarily).

Miscellaneous:

12. If you do not complete the request form on-line; please, download and type the request form. Check your work **carefully** for errors (names, birth dates, city of birth, etc.).
13. It is your responsibility to mail the Form DS-2019 to the EV. We will call you once the form(s) has/have been completed.
14. Notify the OISS once an exchange visitor has finished his/her program by calling 874-2543; fax: 401-874-2402; or issoff@etal.uri.edu. Failure to do so may result in complications for the EV when attempting to return in the same or another visa category to the United States (Homeland Security).