

## **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 to our office, as the process is long. Failure to report **will** result in the termination of their program (Homeland Security and Department of State regulation).
5. EVs and dependents **can** obtain a social security cards **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. **Professor:** An individual primarily teaching, lecturing, observing, or consulting at post-secondary accredited educational institutions, museums, libraries, or similar type of institutions. A professor may also conduct research, unless disallowed by the sponsor. EV cannot be placed "on a tenure track" teaching position. However, s/he could participate on a visiting capacity, on a normally tenure track position (temporarily).

10. **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:**

11. 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.).
12. 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.
13. 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](mailto: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).

### **URI Processing Fee**

14. The OISS charges a flat processing fee of **\$150.00** per Exchange Visitor to defray the registration fees paid by the University of Rhode Island to the Student and Exchange Visitor Information Service (SEVIS), introduced by the Department of Homeland Security after September 11, 2003.

Listing “Research Scholar” as the Vendor, please transfer the appropriate fee in a College Requisition Form using the following chart string: **4504 – 101 – 5016 - 7006**. You **must** submit a copy of the college requisition with the DS-2019 request to our office before we can complete the DS-2019 document.

**DS-2019 REQUEST FOR EXCHANGE VISITOR**  
**Exchange Visitor Program P-1-01629**

**SECTION A:** Provide information about the department requesting to bring the Exchange Visitor.

Date of this request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of requestor: \_\_\_\_\_ Title: \_\_\_\_\_

Name of department: \_\_\_\_\_

Address of department: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Dates of scholar's proposed employment: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Dates of scholar's proposed extension: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

*You will receive notification, once the DS-2019 form has been completed for pick up. We prefer not to mail the form(s) to your office.*

Chose one (only):       Professor                       Research Scholar                       Short-term Scholar

**Please provide a clear and relevant description of the duties for the prospective EV:**

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**Financial support for the prospective exchange visitor will be provided by:**

- URI      \$ \_\_\_\_\_ .00 USD
- OTHER    \$ \_\_\_\_\_ .00 USD    Name of agency: \_\_\_\_\_
- OTHER    \$ \_\_\_\_\_ .00 USD    Name of agency: \_\_\_\_\_

Please note that EVs who receive U.S. or home country government funds will be made subject to the 2-year home country requirement (Department of State). Funding from an NSF grant does not fall under this category.

\_\_\_\_\_  
**Signature Of Chairman/Dean Of Department**

\_\_\_\_\_  
**Date**

**SECTION B:** Provide information about the prospective Exchange Visitor

Sex: Female Male

Date of birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
month day year

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

City of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of permanent residence: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Place of employment (in home country): \_\_\_\_\_

Title (in home country): \_\_\_\_\_

**SECTION D:** Provide dependent information only if accompanying the Exchange Visitor to URI

	<b>SPOUSE</b>	<b>CHILD</b>	<b>CHILD</b>	<b>CHILD</b>
Last name				
First name				
Middle name				
Sex				
Date of Birth				
City of birth				
County of birth				
Country of residency				
Country of citizenship				

Please mail or fax this form to:

Office of International Students and Scholars  
 37 Lower College Road, Kingston, RI 02881  
 Tel: 401-874-2395; Fax: 401-874-2402  
 E-mail: [issoff@etal.uri.edu](mailto:issoff@etal.uri.edu); Website: [www.uri.edu/iss](http://www.uri.edu/iss)