



DS-2019 REQUEST for J-1 SCHOLARS

Completed and Submitted by J-1 Coordinator

Please complete this form and use it as a cover for your DS-2019 request file. DS-2019 requests for J-1 scholars must include all the documents listed below. We will not accept incomplete applications.

Scholar's Name: _____ AU-ID Number: _____
(Please verify that name in Colleague matches machine readable zone on passport)

Appointment Dates: _____ Scholar Category: _____

- ___ Exchange Visitor (EV) Application Form
(All fields are required. Please check for completeness.)
- ___ English Verification Form accompanied by Proof of Adequate English (no older than 2 years)
- ___ Copy of Official Appointment Letter by Vice Provost for Academic Affairs
(Begin and end dates should match the EV application.)
- ___ Copy of Dean's Appointment Letter *(optional)*
- ___ Copy of Passport (including dependents', if applicable)
- ___ Financial documents (no older than 3 months): either AU payment information or other sources
(\$1,600/month for scholar, \$5,500/year for spouse, \$4,000/year for child. Note: A research grant is only acceptable when it: 1) states the period of coverage (e.g., begin and end date or year) and 2) states that the grant is for researching in the US or at AU. Statements of salary from the home institution must explicitly state that the scholar will be paid while they are at AU. Personal bank statements must be in English or accompanied by a notarized translation.)
- ___ Resume *(Proving appropriate experience in the field in which research is to be conducted)*
- ___ Cooperation agreement *(if applicable, i.e. NASA Goddard)*

SPONSORING DEPARTMENT CERTIFICATION

Please read carefully before you sign this form. Your signature indicates that you agree to the following:

- The exchange visitor has a clear understanding of what office/lab space, equipment, computer access, etc. will be available.
- The sponsoring department will provide a post arrival orientation to the exchange visitor, which will cover: (a) life and customs in the United States; (b) local community resources to the fullest extent possible; (c) available healthcare, emergency assistance, and health insurance coverage; and (d) a description of the program in which the exchange visitor is participating such as information on the length and location of the program; a summary of the significant components of the program; information on any payment an exchange visitor will receive; and deductions from wages, including for housing and transportation.

J-1 Coordinator Name: _____ Signature: _____

Phone Number: _____ Date: _____