Information / Documents you will need from the Exchange Visitor to complete the DS-2019 Request

Exchange Visitor Information

Last Name:
First & Middle Names:
Date of Birth (mm/dd/year):
E-Mail Address:
Gender (M / F):
City of Birth:
Country of Citizenship:
Country of Permanent Residency:
Permanent Home Country Address (Street Address / City / Postal Code / Country):
Position in Home Country (University Teaching Staff Including Researchers; Private Business; Central Government; State, Regional, or Provincial Government Group; University Undergraduate Students; University Graduate Students; Other):
Education Level (Bachelor’s / Master’s / PhD):
Has applicant previously held J status (Yes / No):
If applicant is currently in the US and in J status provide the University’s Name / Program Number / SEVIS ID / Contact name and number at present University International Office:

Dependent Information

Last Name:
First & Middle Name:
Date of Birth (mm/dd/year):
City of Birth:
Country of Birth:
Country of Citizenship:
Country of Permanent Residency:
Relationship (Spouse / Child)
Gender (M / F)
Are Dependents arriving the US with the J-1? (Yes / No) If No, when is the dependent arriving?

**Program Dates** (these dates should be mutually agreed upon between the scholar and hosting department)

Start Date (mm/dd/year):

End Date (mm/dd/year):

**Documents**

1. Copy of **Passport** for Exchange Visitor and Dependents

2. **Proof of funding** (if other than UNT funds)
   The financial monthly requirements are listed below. The financial support proof submitted must cover the costs for the duration of their program.
   - $1,300/month for the Scholar
   - $420/month for the J-2 Spouse
   - $420/month per J-2 Child

**Proof of Financial Support Documents**

► Documents must be in English, or we must have the original language version plus a certified/stamped English translation. A notarized version is not permitted.

► Documents must bear a signature, official seal, or be on letterhead from an official agency.

► Documents must state available account type and account balance - they **MUST** be currently accessible liquid funds.

► Documents must be DATED and be less than twelve (12) months old.

► Statement must include the account holder’s name, date, account type, account balance and currency type.

► If the statement is a web printout, it must include the web link/URL.

► If using home country employment, the letter from the employer must be on employer/business letterhead, identify the amount of pay, whether it is weekly, monthly, annually, etc.; and specify if the scholar will continue to be paid during his/her J-1 visit.

3. **Proof of English Proficiency** (if other than the Interview option):

   **Native speaker of English** (as indicated by passport)

   **IELTS** overall score 5.5 or higher;

   **TOEFL** overall score of 65 or higher for internet based, 183 or higher for computer based, 513 or higher for paper based;

   **Degree Certificate** from a recognized academic institution where English is the primary language of instruction / US institution

   **Interview by the UNT Department Sponsor** conducted and annotated on the DS-2019 Request Form. A transcript and/or recording of the interview must be kept on file by the department for at least 3 years. Contact the J-1 Advisor for sample questions if needed.

4. **Previous DS-2019s** (if applicable)

   * Departments are also required to complete additional program information and provide a copy of the **Department Invitation Letter** signed by the Hosting Professor, Department Chair, and Dean.

   * The Exchange Visitor will be required to provide the ISSS office with **Proof of Health Insurance** upon arrival

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