



**Request for Form DS-2019 – Certificate of Eligibility for Exchange Visitor (J-1) Status**

The University at Albany and The SUNY Research Foundation sponsor exchange visitors in the program categories listed below. The U.S. Department of State requires that sponsors screen and select their participants according to the eligibility criteria for each category. Please read the criteria below and select the appropriate category for the exchange visitor named in this request.

**Professors and Research Scholars**

Visitors may not be present in the U.S. in any J status for any part of the 12-month period preceding the start date of their program unless they are transferring to the program, were in the short-term scholar category, or were not present in the U.S. for more than six months; participants are not eligible to return to the U.S. in the professor/research scholar category for a period of 24-months immediately following completion of any program in this category. The minimum program duration for this category is 3 weeks; the maximum program duration is 5 years. Candidates for tenure track positions are not eligible.

**Short-Term Scholars**

Visitors are professors, research scholars, or persons with similar education or accomplishments sponsored by the University to lecture, observe, consult, train, or demonstrate special skills on a short-term visit, not to exceed 6 months (extensions not permitted). The minimum program duration of 3 weeks is waived for participants in this category.

**Students**    Associate’s Degree    Bachelor’s Degree    Doctoral Degree    Master’s Degree    Non-Degree

Students in degree programs are authorized to participate in this category for the duration of their program of study; the maximum program duration for students in non-degree programs is 24 months. Students in either degree or non-degree programs must pursue a full-time course of study and maintain satisfactory advancement toward the completion of their academic program. Before issuing form DS-2019 the student must have the academic credentials required for the program, and must be admitted to the University at Albany.

**Student Intern – MUST ATTACH FORM DS-7002**

The department is required to submit the additional form DS-7002 – Training/Internship Placement Plan. Visitors must be enrolled in and pursuing studies at a foreign degree-or-certificate-granting-post-secondary academic institution outside the U.S.; or have graduated from such an institution no more than 12 months prior to their exchange visitor program. Interns cannot work in unskilled or casual labor positions, in positions that require or involve childcare, elder care, medical patient care or contact, or positions that require more than 20% clerical or office support work.

**In addition to program-specific criteria, all exchange visitors must satisfy the following requirements:**

**ENGLISH LANGUAGE PROFICIENCY**

Visitors must possess English language proficiency, and sponsors are required to use one of the following objective measurements to determine an applicant’s language proficiency:

- A recognized English language test
- Signed documentation from an academic institution or English language school
- A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option

This evidence must be submitted with the DS-2019 request form, as the Department of State requires that this information be made available upon their request.

**INSURANCE**

Visitors and any J-2 dependents are required to carry medical insurance and must submit proof of sufficient coverage to the International Student and Scholar Services Office at UAlbany upon arrival. The ISSS office will facilitate the purchase of coverage to participants who do not have insurance or whose insurance does not meet the State Department’s requirements. More information is available on the ISSS website: <http://www.albany.edu/iss/insurance/insurance.shtm>.

**Two-year Home-Country Residency Requirement [212(e)]**

Exchange visitors whose programs are financed in whole or in part, directly or indirectly by either their government or by the U.S. Government; or who are acquiring a skill that is in short supply in their home country (as listed on the U.S. Department of State’s Exchange Visitor Skills List) will be subject to a two-year home-country residency requirement upon completion of the program.

has been invited to participate in the J-1 exchange program category indicated above, and in addition to program-specific criteria, satisfies all requirements listed on the first page of this form.

Name of Exchange Visitor \_\_\_\_\_

**Signatures**

*We the undersigned have read and understand the J-1 program category descriptions and general eligibility requirements listed on this form, and certify that the exchange visitor listed above is eligible to participate in the J-1 program at the University at Albany and that the information provided on this request form is true and accurate to the best of our knowledge.*

Name of Host Faculty or Staff Requesting DS-2019 \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Approving Department Chair, Dean, or VP \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Source of Funding**

If the visitor will have financial support from more than one source, indicate this. The total funding amount must be sufficient to cover tuition and fees (if applicable), and living expenses for the duration of the program period. Supplemental support from other sources or from the visitor's own personal resources must be documented (e.g. letter from grantor, bank statement, etc.).

**State Payroll Funding requires Budget's signature here:**

<b>University at Albany</b>	State Payroll	Acct #:	Amount:	
	Research Foundation	Grant #:	Amount:	
	Endowment/Grant	Name:	Amount:	
<b>Direct Funding</b>	U.S. Government Agency		Amount:	
	International Organization	Name:	Amount:	
	Exchange Visitor's Government		Amount:	
	Binational Commission of Visitor's Country		Amount:	
	Other Organization	Name:	Amount:	
<b>Personal Funds</b>	Source of Personal Funds:		Amount:	

**Total Funding:** \_\_\_\_\_

**The DS-2019 Form will be sent via campus mail to the address you provide below; or you may pick up the form in person:**

<b>On Campus Mail to:</b>	Name: _____		<b>Picked up in person by:</b>	Name: _____	
	Department: _____			Phone: _____	
	Building: _____	Phone: _____		Date: _____	

**Please return this form to the appropriate Responsible Officer listed below.  
Please also allow 5 business days for processing**

**Students admitted to study at UA and Scholars (State-paid employees and non-employees):**

Tara Evans  
International Student and Scholar Services  
University at Albany, SL G-40  
Albany, NY 12222  
Fax: 518-591-8171  
tevens3@albany.edu

**For Exchange Visitors paid as employees of the Research Foundation:**

Cheryl Yagelski  
Sponsored Funds Personnel, SUNY Research Foundation  
University at Albany, MSC 326  
Albany, NY 12222  
Fax: 518-437-4504  
cyagelski@albany.edu

### Exchange Visitor Demographic Information

To prevent delays at the U.S. Consulate, the DS-2019 form should match the passport wherever applicable\*  
**REQUIRED: Please attach a copy of the Exchange Visitor's passport ID page**

Family Name*:		Email Address:	
First Name*:		U.S. SSN (if available):	
Middle Name*:		Permanent Address:	
Date of Birth (MM/DD/YYYY)*:		Address Line 2:	
Gender*:	City of Birth*:	City:	Region:
Country of Birth:		Country:	
Country of Citizenship:		Postal Code:	Phone#:
Country of Legal Permanent Residence:			

### Exchange Visitor Activity Information

Exchange Visitor's Position/Title in Home Country:			
Exchange Visitor's Place of Employment in Home Country:			
Exchange Visitor's Title at UAlbany:			
Academic Department:		Academic Specialty:	
Primary Site of Activity:			
Address:	City:	State:	Zip Code:
Secondary Site of Activity:			
Address:	City:	State:	Zip Code:
Program Start Date:	Please note that the visitor may enter the U.S. up to 30 days prior to the program start date, but no later than 30 days after this date.		
Program End Date:	Please note that the visitor will be granted a 30-day grace period after this date; however, program participants may not continue exchange program activities and may not work during this grace period.		
Please describe the visitor's research plans:			
Other remarks about the visitor's program:			

### Request for J-2 Status for Exchange Visitor's Dependents

If the visitor will be accompanied by a spouse or family member(s), the following information **MUST** be provided in addition to copies of the dependents' passport ID page:

First and Last name (as printed in passport)	Relationship	Date of Birth (MM/DD/YYYY)	City and Country of Birth	Country of Citizenship

Check over each item carefully. The U.S. State Department requires complete answers to all questions. Incomplete information will result in a delay in processing and subsequent procedural delays in obtaining a visa.