

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

PART B – Detailed Information about the Scholar and Approval Signatures

Welcome to the International Student and Scholar Services (ISSS) DS-2019 request form. The DS-2019 certificate of eligibility is an immigration document issued by ISSS that will assist the prospective scholar in applying for a J-1 U.S. entry visa in her or his home country.

Every year, the University at Albany and the SUNY Research Foundation sponsor J-1 exchange visitors in several different categories. 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 below available categories along with their respective criteria.

Please note that Part A and Part C of this form will be completed online in an E-form. This fillable PDF form contains Part B, which requests “Detailed Information about the Scholar and Approval Signatures.” The first question in Part B asks to select the appropriate category for the exchange visitor named in this request, based on the scholar’s objective and primary activity at UAlbany, from the four described below. Visit the ISSS scholar pages for further information and details or contact ISSS at 518-591-8172.

Several signatures may be required for completion. Every user who needs to sign will need to use a digital ID. If you do not have one, click this link to get more details on how to create a free one: <https://helpx.adobe.com/acrobat/using/digital-ids.html>

Research Scholar

- The Research Scholar’s primary activity will be conducting research at UAlbany related to the J-1 program objective and under the guidance of an existing faculty member within an established department; otherwise, teaching may be a secondary activity.
- While a minimum of a Bachelor’s degree is required, this category may not be considered for tenure track positions.
- The minimum program duration for this category is 3 weeks while the maximum program duration is 5 years, part of which may include time spent at other U.S. institutions prior to joining UAlbany. As an initial timeframe may be only 1 or 2 years, and extension may be possible.

Professor

- The Professor’s primary activity will be teaching at UAlbany related to the J-1 program objective and under the guidance of an existing faculty member within an established department; otherwise, research may be a secondary activity.
- While a minimum of a Bachelor’s degree is required, this category may not be considered for tenure track positions.
- The minimum program duration for this category is 3 weeks while the maximum program duration is 5 years, part of which may include time spent at other U.S. institutions prior to joining UAlbany. As an initial timeframe may be only 1 or 2 years, and extension may be possible.

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Short-Term Scholar

- Short-Term Scholars are professors, researchers, and/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.
- While the minimum program duration of 3 weeks is waived, participants in this category may not exceed 6 months (extensions not permitted).
- This category may be repeated, for instance if the candidate wishes and faculty sponsor supports a return each summer to conduct activities such as research, observing classes, or training faculty.
- Non-Degree Student
- Non-Degree Students are part of a special student or professional training cohort (non-degree) and authorized to participate in a prescribed program of study or training – an example being a summer teacher training program.
- While there is no exact minimum for this category, the maximum program duration for a Non-Degree Student is 24 months.
- J-1 degree-seeking or exchange students such as Fulbright may be administered by UAlbany or an external organization; but in either case, Graduate Admissions or International Admissions and Recruitment for undergraduate international students will coordinate the issuance of a DS-2019.

Student Intern

- Exchange 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.
- The Student Intern performs internship duties in the academic department as part of a training program. The intern performs training/internship duties for the department but 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.
- The maximum program duration of a Student Intern position is 12 months, and as part of this category the department is required to submit the Training/Internship Placement Plan (form DS-7002)

NOTE: There is a mandatory fee of \$150 for the issuance of a J-1 DS-2019 and \$50 for each J-2 dependent DS-2019, payable through the ISSS Store Front Portal.

Evidence of English language proficiency and university health insurance required; information about the two-year Home-Country Residency 212(e) requirement, 12/24-month U.S. entry bar, export control and sensitive areas of research found here on the ISSS website. A copy of the Passport picture and Proof of Funding source(s) will also need to be uploaded in Part C of the E-form.

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Section 1: Departmental and Scholar Related Information

*** Required information**

Please select the preferred, appropriate category according to the above criteria and in alignment with the proposed exchange visitor's objective and primary activity: *

Exchange Visitor's Information (Should Match Name on Passport)

Family Name: *	First Name: *	Middle Name (if applicable):

Exchange Visitor Activity Information

UAlbany Academic Department: *	
Exchange visitor's title at UAlbany: *	
Exchange visitor's academic specialty: *	
Please describe the visitor's program/research objective and plans: *	
PRIMARY Office and Campus at UAlbany: *	
Address, city and state: *	
SECONDARY Office or Organization Name:	
Address, city and state:	
Program START Date: *	Program END Date: *
Note: The exchange visitor may enter the U.S. up to 30 days prior to the program start date, but no later than 30 days after the start date.	Note: The exchange visitor will be granted a 30-day grace period beyond the program end date, a timeframe during which the scholar may not continue J-1 program activities (i.e. work with the department).

Section 2: Source of Funding

If the visitor will have financial support from more than one source, indicate this. The total funding amount(s) must be indicated and should be sufficient to cover tuition, 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.). Proof of funding will also need to be uploaded separately in **Part C** of the E-form.

Select the Source(s) of Funding *

University at Albany	State Payroll	Acct #:	Amount:
	Research Foundation	Grant #:	Amount:
	Endowment/Grant	Name:	Amount:
Personal Funds	Source of Personal Funds:		Amount:
Direct Funding (Other)	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:

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Section 3: Transfer-In Information for Scholars Currently at Other U.S. Institutions

Is the prospective scholar currently or has previously been in J-1 status? *	Yes	No
	If Yes, you will need to upload the scholar's current or past DS-2019 in Part C, the upload section of the E-Form.	
Is the prospective scholar currently in the U.S.? *	Yes	No
	If yes, please provide the remaining details in the section below:	
	Name of Institution:	
	EV Program #:	
	Telephone #:	

Section 4: Exchange Visitor's Home Country Institution Information

Exchange Visitor's Institutional Affiliation in Home Country: *		Exchange Visitor's Position/ Title in Home Country: *	
Description of Teaching and/or Research Areas at Home Institution: *			

Section 5: 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 dependent(s)' passport Bio/ID pages which must be uploaded within Part C of the E-form.

How many dependents will accompany the exchange visitor (include spouse and any family members): *

	First and Last name (as printed in passport)	Relationship	Date of Birth (MM/DD/YYYY)	City and Country of Birth:	Country of Citizenship:
1					
2					
3					
4					

Section 6: To be Filled Out by University HR or Research Foundation Payroll ONLY if Scholar Receives Either Funding

** Request faculty and chair approval in Section 7 only after this section has been completed, if needed. **

Are the funds available for this prospective scholar?	Yes	No
If No, what is the reason the funds are not available?		
This prospective scholar's funds have been verified and will be available in the following Amount and for the duration for the following Start/End Dates:	Amount	Start date (MM/DD/YYYY) End Date (MM/DD/YYYY)
Human Resources Organization: UAlbany HR Research Foundation HR		
Human Resources Representative E-mail Address		
Human Resources Representative Phone Number		
Human Resources Representative Name		
Human Resources Representative Signature		

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Section 7: Required Departmental Signatures

By signing below, you agree that the above information about the prospective scholar is true and accurate to the best of your knowledge, that as the faculty sponsor you will supervise and support your scholars research and/or other approved pursuits, and that as the department chair you support the scholar conducting academic activities in your department.

Department Faculty Sponsor	Department Chair
Name (first and last)	Name (first and last)
Email Address	Email Address
Phone Number	Phone Number
Signature	Signature

Questions? Contact University at Albany International Student and Scholar Services at ISSS@albany.edu.
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