

New/ Returning J-1 Scholar DS-2019 Request Form

Instructions: Complete page 1 - 4 of this form and submit it along with the required supporting documentation to matt.walters@calstatela.edu. Complete page 5 only if applicable. [Requests for DS-2019 should be submitted by the sponsoring faculty not less than 3 months prior to the proposed J-1 start date.](#)

If the J-1 applicant is currently in the US or is married to a US citizen, please contact Matthew Walters in the ISSO before completing this application. If the scholar has been appointed to a tenure or tenure-track position at Cal State LA, contact the ISSO for further guidance.

A. J-1 Applicant Biographical Information

Please enter all biographical information exactly as it appears on the passport biographical page. Include a copy of the passport and the applicant's CV or resume with the request.

Full Name:

Given Name Surname/Family Name

Preferred Name: _____

Male Female Date of birth: _____ City of birth: _____ Country of birth: _____
mm/dd/yyyy

Country of Citizenship: _____ Country of Legal Permanent Residence: _____

Passport Number: _____ Passport Issuance Date: _____ Passport Expiration Date: _____

Highest Degree Obtained: _____ In what field?: _____

Last position in home country: _____ Name of Employer/Institution: _____

Visiting Scholar's email address: _____

If the scholar is married and/or has children, will the dependents require J-2 status? Yes No

Please complete the J-2 Dependent Application for each dependent, and include copies of their passport bio pages

B. J-1 Applicant Contact Information in home country

Street Address:

Emergency Contact Name

Apartment number

Emergency Contact Email Address

City

State/Province

Emergency Contact's Phone Number

Country

ZIP/Postal Code

C. J-1 Applicant US Immigration History

Is the applicant currently in the US?: Yes No

If yes, what visa status do they currently hold (i.e. J-1, F-1, B-1/B-2, WB/WT, etc.): _____

If the applicant has ever been in the US with J-1 status before, please list below. ISSO will need to see a copy of any recent DS-2019

Dates	Visa Sponsor / Institution	J-1 Visa Category (i.e Research Scholar, Student, Professor, Trainee)



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D. Sponsoring Academic Department Information

Department:
No Abbreviations

CSULA School: _____

Dean or Chair: _____

Signature: _____

Sponsoring Faculty Member Name: _____

Phone: _____

Title: _____

Signature: _____

Sponsoring Faculty Member Email: _____

E. J-1 Exchange Visitor Appointment Information

J-1 Applicant's CIN # _____

CIN # will be completed by the ISSO) Job

J-1 Applicant's CSULA Title: _____

Code (if applicable): _____

Brief description of applicant's planned activities

at CSULA and academic field: _____

Dates of Appointment:

Is this a tenure or tenure-track position?: Yes No

_____ mm/dd/yyyy to mm/dd/yyyy

If the appointment is for 6 months or less, is there any possibility that the department will extend the appointment, or the scholar may wish to remain in the US for more than 6 months?: Yes No

This is important, as it will help determine the J-1 category. If there is any chance the department may extend this appointment to more than 6 months, the scholar will be put into the Research Scholar/Professor category (5 years maximum stay, will be subject to the 24-Month Bar on Repeat Participation). If there is no chance the scholar will stay for more than 6 months, they will be in the Short-Term Scholar category (6 month maximum stay, no bar on repeat participation but multiple programs cannot be done back-to-back). For more information, contact matt.walters@calstatela.edu.

Primary Site of Activity Location Name (i.e. Department / Institute): _____

Site of Activity Address: _____
Street City Zip

If the J-1 Exchange Visitor will have more than one site of activity, please include information for additional sites:

Additional Site(s) of Activity Name & Address: _____

If the site(s) of activity change at any point, it is imperative that the updated information be shared with OGS Scholar Services.

J-1 Category Requested at CSULA *(Determined by sponsoring department):*

- 1. Research Scholar/Postdoc
- 2. Professor/Postdoc
- 3. Short-Term Scholar

English Language Proficiency:

Per U.S. government guidelines, J-1 Exchange Visitors must possess sufficient proficiency in the English language to participate in their program and function on a day-to-day basis. Exchange Visitors must provide verifiable evidence of their English language proficiency through:

- a recognized English language test,
- by signed documentation from an academic institution or English language school,
- or through a documented interview conducted by www.english3.com
 - *Visiting Exchange Visitors are responsible for the cost and ensuring they select Cal State LA as their intended school sponsor when taking the exam.*

English3 conducts a virtual conversational interview exam specially designed for J-1 Research Scholars – and sends the test results and video of the interview directly to the ISSO when completed. **Failure to speak conversational English is grounds for termination of J-1 status.**

TOEFL iBT score of 80 or an IELTS score of 6.0 (submit copy of test score with this form)

J-1 Screening Questions *(this section must be completed by the head researcher or faculty sponsor)*

To be completed for the following categories: Research Scholars, Short-Term Scholars, and Non-Degree Students conducting full time research

1. Are there any personnel restrictions for this project based on nationality?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are there any publication restrictions on the output of this research?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will the beneficiary be provided access to any of the following:		
a) Technology or information marked export-controlled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b) Sponsor or third-party proprietary or confidential materials, information, or software?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c) Encryption source code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d) Equipment or information specifically designed or developed for military or space applications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Sponsoring Faculty Member Signature:

J-2 Dependent Application for Spouse/Children

Dependents

J-2 visa sponsorship can only be provided for legally married spouses or children (unmarried, under the age of 21) of J-1 scholars. If any family members will need J-2 status, please complete the chart below. Please provide copies of each dependent's passport biographical page. If the J-1 applicant is married to a US citizen, please contact matt.walters@calstatela.edu before completing this form.

	Dependent 1	Dependent 2	Dependent 3
Given (first) name			
Middle name			
Surname (last/family name)			
Relationship (Spouse or Child?)			
Gender (Male or Female?)			
Date of birth (mm/dd/yy)			
City of birth			
Country of birth			
Country of citizenship			
Country of legal permanent residence			
Arriving with scholar (yes/no) <i>If no, include estimated arrival date</i>			
Dependent email			

Reminder: All CSULA scholars must be able to demonstrate a minimum of \$2,400/month in funding, plus additional funding for any dependents (additional \$750/month for a spouse and \$400/month per child). Refer to the chart in Financial Information Section of the J-1 Scholar DS-2019 Request Form to determine how much funding, per month, the J-1 applicant and their family must demonstrate for the duration of their J-1 program.



Transfer In J-1 Scholar Form

In addition to the New/Returning J-1 Scholar DS-2019 Request form, you must complete this form **only if the J-1 applicant is currently in the US in J-1 status** (*Research Scholar, Professor, Short Term Scholar, or Specialist category*) and wishes to transfer their J-1 status to CPP. We will need the name and contact information of their current J-1 advisor RO/ARO (from the international or immigration office at their current institution). Please also attach copies of the applicant's current immigration documents (*DS-2019 form, J-1 visa stamp, and most recent I-94 admission record*).

A. Scholar Information

Full name: _____
Given Name Surname/Family Name

SEVIS ID Number (found on Form DS-2019, begins with N): _____

Current DS-2019 start date: _____ Current DS-2019 end date: _____
mm/dd/yyyy mm/dd/yyyy

J-1 Exchange Visitor Category (as listed in Section 4 of the DS-2019 form): _____

Field of research/activity at current institution (as listed in Section 4 of the DS-2019 form): _____

Number of J-2 dependents accompanying the J-1 scholar in the US: _____

The J-1 applicant has confirmed that they have notified their current sponsor and academic department/school of their intent to transfer to a new J-1 sponsor. Yes No

Has the scholar received a recommendation for the Home Residency Requirement (212e) waiver? Yes No

B. Transfer Information

Name of current sponsoring institution: _____

Host Department at current sponsor: _____

Requested Date of Transfer: _____

J-1 Advisor (RO/ARO) Name: _____

J-1 Advisor (RO/ARO) Email: _____ J-1 Advisor (RO/ARO) Phone: _____