

**Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1)
Checklist and Certification**

Please return this original signed certification along with the original documents listed below to the:

**International Student and Scholar Office (ISSO)
Exchange Visitor (J-1) Application
1100 Seaton Hall - #201
CC – 0639**

Please submit all documentation together in one package:

- ___ Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Request Checklist and Certification
- ___ Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Exchange Visitor Request Form
- ___ Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Host Department Request Form
- ___ Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Dependent Information Form (if applicable)
- ___ J-1 Exchange Visitor English Proficiency Form (signed)

English Proficiency Documentation

- ___ Recorded video
- ___ Copy of official recognized test score result (International TOEFL, IELTS, TOEIC)
- ___ Diploma from English-speaking country (attach copy of diploma)

___ Financial Documentation

- ___ Offer letter
- ___ Financial institution letter
- ___ Sponsor statement
- ___ Other

___ Copy of the passport information page for Exchange Visitor and any dependents

___ Copy of the Exchange Visitor's resume or CV

I certify that I have reviewed the complete Exchange Visitor (J-1) Request for DS-2019 application packet, the supporting documentation and the Exchange Visitor Supplemental Information Sheet and that the exchange visitor has met the exchange visitor guidelines and that all information in the application packet is true:

Printed Name of Requesting Faculty Member Signature Date

Printed Name of Department Chair/Head Signature Date

Contact person:

For questions regarding this request who should be contacted:

Name Campus Address

Phone Number E-mail

**J-1 Exchange Visitor (Scholar)
English Proficiency Form**

Visiting Scholar Name: _____
Last/Family Name First/Given Name Middle Name

English Language Proficiency Measure

An objective measure of English language proficiency is required. Mark one of the following options and attach documentation.

- TOELF or IELTS test results** (attach copy of test score)

Test name: _____

Score: _____ Date of testing: _____

- Diploma from English-speaking country** (attach copy of diploma)

Name of Institution: _____

Name of official signing diploma: _____

Title of official signing diploma: _____

- Documented interview conducted by sponsor** (Attach **VIDEO** recording. We must see and hear the scholar.)

Date of interview: _____

Name of individual(s) conducting interview: _____

Method of interview: In person Recorded Interview

- Scholar Previously in the United States in the J-1 status**

Date of previous J-1 program: _____

By signing this form I agree that the J-1 exchange visitor has the English language skills necessary to successfully participate in the J-1 program and to function on a day-to-day basis.

Department Contact Signature

Date

Department Chair/Head or Director Signature

Date

**Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1)
Supplemental Information Sheet**

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

#7 – Highest Degree Received: Exchange Visitor Participants must have completed the minimum of a bachelor’s degree to participate in an exchange visitor program.

DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Request Form (Host Department Form)

#4 – Planned dates of Program: The exchange visitor can arrive in the United States no earlier than 30 days prior to the start date on their DS-2019. The exchange visitor cannot begin program activities until the start date listed on the DS-2019. The exchange visitor can stay in the U.S. up to 30 days after the end date on their DS-2019. They cannot participate in program activities after the end date on their DS-2019. The minimum program length is 1 day and the maximum program length is 5 years. If the exchange visitor is being paid by UNL they cannot begin employment until the start date on the DS-2019 and cannot continue employment after the end date on their DS-2019.

#5 - Program dates should be reviewed carefully: A request for an exchange visitor visit from 1 day to 6 months will be classified as a Short Term Scholar. Short-Term Scholar visits are limited to 6 months total. If there is any possibility that the visitor will extend their stay beyond 6 months please indicate this on the request form.

If the requested visit is for longer than six months or if there is any possibility that the visitor’s program may be extended the visitor will be classified as a Research Scholar or Professor.

If an exchange visitor’s program is longer than six months, in most cases, they will not be able to return to the U.S. for another exchange visitor program for at least 24 months.

#8 – Funding Information: Financial documentation for an exchange visitor is typically from the University of Nebraska – Lincoln (UNL), from a governmental source, from a sponsoring organization and/or from personal funds. All documentation must be in English. The funds may be listed in the home country currency.

SOURCE OF FUNDING	DOCUMENTATION REQUIRED
University of Nebraska – Lincoln	Provide a copy of the UNL offer letter
U.S. Government Agency	Provide a copy of the funding letter from the U.S. Government Agency
International Organization	Provide a copy of the funding letter from the International Organization
Exchange Visitor’s Government	Provide a copy of the funding letter from the Exchange Visitor’s Government
Home Institution	Provide a copy of the funding letter from the home institution (or proof that salary will be paid throughout the exchange visitor program)
Personal Funds	Provide a letter (in English) on financial institution letterhead and with a signature from the financial institution. Monthly bank statements are not acceptable funding documents.
Other	Provide a copy of financial documentation

The current minimum amount of financial support that must be documented is:

- Exchange Visitor: \$1,730 per month
- Spouse: \$ 559 per month
- Child: \$ 326 per month

#9. U.S. Government Funding:

The U.S. Department of State, which oversees the Exchange Visitor Program, requires information about the source of funds for exchange visitors. This question must be answered and typically is answered as “will not”. If you are receiving funds from a U.S. government agency or grant that specifically requires the funds to be used for international exchange (or to host an international participant) you should mark “will”.

Reminders:

- Typical processing time for a DS-2019 request is 2 weeks
- It is recommended that a request be submitted at least two months prior to the Exchange Visitor’s intended start date.
- Exchange Visitor may be employed during the dates of the program only, even though the individual may enter the U.S. up to 30 days in advance and may remain for up to 30 days after completion of the program.
- The Exchange Visitor must check in with the ISSO with their immigration documents (passport and DS-2019) at the Scholar Orientation on the Monday following arrival at UNL. Scholar Orientation is held every Monday at 4:00 p.m. at the ISSO. In the case of a Monday holiday, the Scholar Orientation is held on Tuesday at 4:00 p.m.
- If there is a delay in arrival, the ISSO needs to be notified to amend the program dates on the Form DS-2019.
- The hosting department must report the departure of the Exchange Visitor to the ISSO.
- All Exchange Visitors and their dependents are required by federal regulation to have health insurance with coverage for medical evacuation and repatriation of remains. Failure to obtain health insurance will result in the termination of the Exchange Visitor Program. **PLEASE NOTE: UNL’s Employee Insurance plan DOES NOT meet the medical evacuation and repatriation of remains requirements of the federal regulations. A separate policy to meet these requirements must be purchased if the exchange visitor is on the UNL Employee Insurance.**

Insurance requirements are:

- Medical benefits of at least \$100,000 per accident or illness;
- Repatriation of remains in the amount of \$25,000
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$50,000; and
- A deductible not to exceed \$500 per accident or illness

An insurance policy secured to fulfill the requirements of this section:

- May require a waiting period for pre-existing conditions with is reasonable as determined by current industry standards;
- May include provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25% of the covered benefit per accident or illness; and
- Shall not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.

Any insurance policy secured to fulfill the above requirements must be underwritten by an insurance corporation having an A.M. Best rating of “A” or above, an insurance Solvency International, Ltd. (ISI) rating of “A-i” or above, a Standard & Poor’s Claims-paying Ability rating of “A” or above, a Weiss Research, Inc. rating of “B+” or above or such other rating services as the Agency may from time to time specify. Insurance

coverage backed by the full faith and credit of the government of the exchange visitor's home country shall be deemed to meet this requirement.