

---

## ***USF Exchange Visitor/Scholar REQUEST FORM***

---

International Services is responsible for administering, approving and signing all documentation connected with the J-1 Exchange Visitor Program at the University of South Florida (**P-1-03445**). This program brings qualified scholars and professors to the United States for teaching, research, observation, consultation, and cross-cultural activities.

USF's J-1 program is authorized to issue DS-2019 forms in the following scholar categories:

- **SHORT TERM SCHOLAR:** A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the US for a short-term visit of 1 day to 6 months for the purpose of lecturing, observing, consulting, training, or demonstrating a special skill at USF.
- **RESEARCH SCHOLAR:** An individual primarily conducting research, observing or consulting in connection with a research at USF from 3 weeks to 5 years in duration. This cannot be used for a USF tenure track position.
- **PROFESSOR:** An individual primarily teaching, lecturing, observing or consulting at USF from 3 weeks to 5 years in duration. This cannot be used for a USF tenure track position.
- **SPECIALIST:** An individual who is an expert in a field of specialized knowledge or skill coming to the US for observing, consulting, or demonstrating this knowledge or skill for up to one year. The individual can receive a stipend if arranged prior to the visit but cannot fill a line position at USF.

### **The Two Year Home Residency Requirement**

Upon completion of an exchange visitor program in the US, certain J-1 exchange visitors are required to live in their home countries for a period of 2 years before they are eligible to apply for immigrant status or work visas. This requirement applies to exchange visitors who (1) are financially supported by the U.S. government or their home governments; or (2) have skills which are needed in their home countries, as specified on the Exchange Visitor Skills List; or (3) are medical doctors who have graduated from a foreign medical school and have come to the United States to study or work in the field of medicine.

### **12 Month and Two Year Bars for Research Scholars and Professor Categories**

J-1 exchange visitors in any J category other than short-term scholar who were in the US for a period longer than 6 months at anytime within the past 12 months are not eligible to return as a J-1 Research Scholar or Professor until one year has elapsed from last exit in J-1 status. In addition, J-1 exchange visitors using the Research Scholar or Professor categories are not eligible to return as a J-1 Research Scholar or Professor until two years has elapsed from the date of last exit from the U.S. If this will affect your proposed scholar, contact International Services to discuss possible alternative options.

### **Health Insurance Requirement**

Immigration regulations require that all J exchange visitors have health insurance that meets the following minimum federal requirements:

- Medical benefits of **at least** \$50,000 per accident or illness
- Repatriation of remains in the amount of \$7,500
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000
- A deductible not to exceed \$500 per accident or illness.

USF Student Health Services insurance policy for international students, graduate students, and postdoctoral fellows meets this requirement and is recommended for use by all USF exchange visitors. Policy information, current costs, and sign-up is available at <http://www.shs.usf.edu/insurance/insurance-forms.aspx>

## Instructions to USF Sponsoring Department

- **This form should be submitted three - four months prior to the planned start date at USF** to ensure that the exchange visitor will have adequate time to apply for the visa and arrange travel.
- The program begin and end dates on this request should match the period covered in any letter of appointment, offer letter or letter of support. Please provide a copy of this letter with the request.
- The department should verify that the exchange visitor's academic credentials are appropriate to the proposed program objectives and must supervise the activity during the exchange visitor's stay at USF.
- The department must arrange for office space and access to office equipment (computer, phone, etc) as deemed appropriate to the proposed activity.
- If the exchange visitor will bring a spouse and/or dependent children (unmarried and under 21 years of age), the appropriate sections of the request form should be completed. These dependents will apply for J2 dependent visas.
- The department agrees to assist our office with the collection of immigration documentation and proof of health insurance as required by law; to contact our office before changes are made to the exchange visitor's program; and to inform our office of completion of program.

## Step-by-Step Application Process

1. Request a visiting exchange scholar by completing the form below and submitting accompanying support materials to International Services. Support materials:
  - a. Copies of exchange visitor's biographical page of passport and any accompanying dependents.
  - b. Documentation of funding (**if paid by the department, include a copy of the department's offer letter**)
  - c. *If exchange visitor is currently **inside** the US or has previous J-1 status, please also include:*
    - i. Current visa stamp in passport
    - ii. I-94 Card (front and back of white card stapled into passport)
    - iii. DS-2019 Form from current/past institution, if currently in J-1 status.
2. International Services issues the DS-2019 within **10 business days** of a request form with all necessary signatures (USF department head/college dean/VP Health) and support materials.
3. Unless the department indicates below that they will send via Express Mail, all DS-2019's are sent via regular airmail by International Services.
4. Obtaining J-1 status:
  - a. If outside the United States, the exchange visitor pays the SEVIS fee (I-901) and applies for the J-1 visa at the nearest U.S. Embassy or Consulate. If the Consular Office determines that the person is a bona fide exchange visitor, the J-1 visa will be granted and the exchange visitor and dependents may enter the US up to thirty days before program begins.
  - b. If the exchange visitor is already inside the US, International Services will contact the current J program sponsor to arrange transfer of the J to USF. The final DS-2019 is picked up upon arrival to start the program at USF.
5. Housing/Accommodations:
  - a. There is no USF housing for exchange visitors. Departments should be available to assist with finding accommodation.
  - b. USF's Off-Campus Housing Office website <http://www.myidealplace.com/accounts/usftmp/> includes a searchable listing of short term and long term accommodations.
6. Airport Pick up:
  - a. The department should arrange to pick up the exchange visitor at the airport.
  - b. Alternatively, USF's chapter of Friends of Internationals provides free airport pickup from the Tampa airport. This must be arranged at least two weeks in advance. To request this service go to [http://www.internationals.org/friends\\_of\\_internationals\\_airport\\_rides.php](http://www.internationals.org/friends_of_internationals_airport_rides.php)
7. Upon arrival to USF, the exchange visitor must check in with International Services. Failure to do so will jeopardize the individual's legal status in the US.
8. USF ID and SSN:
  - a. If the exchange visitor is employed by USF, the ID card and access to services will be granted through the USF Right Start process.
    - i. Exchange visitors who need a US Social Security Number (SSN) should plan to arrive in the US at least 10 days prior to the program begin date, because the Social Security Administration only takes applications for the SSN 10 days following the exchange visitor arrival into the US.
  - b. When the exchange visitor is employed at USF, a university U number will be granted during check-in. This will allow the exchange visitor to obtain an ID card and access to computers and the library.

Complete and submit with supporting materials to International Services at USF mail point CGS101 or office location CGS 104. Please check one:

- J-1 for visitor OUTSIDE US  
 Transfer of J status to USF from another US institution  
 Change of status to J-1 from another visa status

**Scholar Biographical Data:**

Name: \_\_\_\_\_  Male  
Family Name (as in passport) First Name Middle Name  Female

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month/Day/Year City Country

Citizens of: \_\_\_\_\_ Legal Permanent Resident of: \_\_\_\_\_  
Country Country

Position title in home country: \_\_\_\_\_  
(Include job title and name of employer. If a student, specify if MS or Ph.D.)

Highest academic degree: \_\_\_\_\_ Scholar's specialized field: \_\_\_\_\_

Address in Home Country: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Has the scholar held J-1 or J-2 immigration status at any institution?  Yes  No  
If yes, give dates/locations of all visits in the last 24 months and attach copies of all previous DS-2019 forms.

Will the scholar be accompanied by spouse and/or children?  Yes  No  
If yes, submit copies of the biographical page of passport for each dependent  
Also provide city and country of birth, relationship to J-1 (spouse or child) for each on a separate sheet of paper.

**Details of the Exchange Activity – TO BE COMPLETED BY USF SPONSORING DEPT/PROF**

Proposed Dates of Program: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Month/Day/Year Month/Day/Year

Category: (This is not necessarily the exchange visitor's current position in home country. See definitions above)

Short-term Scholar  Research Scholar  Professor  Specialist

Specific field/subject of the proposed activity (i.e. Engineering or Chemistry): \_\_\_\_\_

USF position title (put visiting if no appointment): \_\_\_\_\_  
**Postdoctoral scholars must be paid according to university guidelines at <http://www.grad.usf.edu/adminandpi.asp>**

Brief explanation of proposed activity (include names of USF research partners, subject of research/teaching, purpose for research/ teaching stay at USF) **(attach separate sheet if necessary):**  
\_\_\_\_\_  
\_\_\_\_\_

Site of proposed activity (full address/location): \_\_\_\_\_

What evidence do you have that this scholar possesses sufficient proficiency in English to participate in the proposed activity?  
(Examples: personal conversation or TOEFL score) \_\_\_\_\_

**Financial Verification**

The department sponsor must verify that funding is available for the incoming exchange visitor and dependents. The following estimate constitutes a minimum per year cost for housing, meals, transportation, and personal expenses:  
**Scholar = \$21,588/year (\$1,799 per month) and each dependent = \$ 5,000/year**

**The following financial support in US Dollars will be provided to/by the exchange visitor:** (Please attach original bank statements, government sponsorship letters or a copy of an official USF offer/ support letter to the request form):

- The University of South Florida -- Amount: \_\_\_\_\_ Funds provided by (college/dept): \_\_\_\_\_  
**\*\*if checked must attach USF offer letter or letter detailing funding.**
- US Government Agency (direct award) -- Amount: \_\_\_\_\_ Source: \_\_\_\_\_ [name of agency]
- Exchange Visitor's home government -- Amount : \_\_\_\_\_
- A Bi-national Commission of the visitor's country -- Amount of funding: \_\_\_\_\_
- Other organizations -- Amount: \_\_\_\_\_ Source \_\_\_\_\_ [name of organization]
- Personal Funds -- Amount: \_\_\_\_\_ Verified by submitting bank certification or letter indication availability of funds.

**Exchange Visitor Health Insurance Verification:**

According to Federal Regulation 22 CFR 62.14, each J scholar is to have insurance in effect, which covers the scholar and his or her dependents for sickness or accident during the period of participation in the exchange visitor program. Minimum levels of coverage must provide:

- a) Medical benefits of at least US\$50,000 per accident or illness;
- b) Repatriation of remains in the amount of US\$7,500;
- c) Expenses associated with medical evacuation of the scholar to his or her home country in the amount of US\$10,000;
- d) A deductible not to exceed US\$500 per accident or illness.

**I will be in compliance with the above mentioned insurance requirements for myself and my dependents and will maintain this required insurance coverage during my entire stay at the University of South Florida. I will provide USF with a copy of my current health insurance card showing coverage for the requested extension period upon arrival to USF.**

Exchange Visitor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Department/College Verification:** As the Department Sponsor of this Exchange Visitor, I hereby attest that the information included in this application is correct to the best of my knowledge:

Faculty Name and Title: \_\_\_\_\_

Faculty Department/Campus Address: \_\_\_\_\_

Faculty Phone: \_\_\_\_\_ Faculty Email: \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of approval Department Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Department Chair/Head:** \_\_\_\_\_

**Signature of approval Dean/VP Health:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of College Dean/VP Health:** \_\_\_\_\_

**All DS-2019 packets are sent via regular airmail.** If your department will send Express Mail please enter the name of the department staff that should be contacted for packet pick up: Contact: \_\_\_\_\_ Phone: \_\_\_\_\_