



J-1 Program Overview

The U.S. Department of State Exchange Visitor Program (“J-1 Program”) is designed to promote international academic, scientific, and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. The J-1 Program is utilized to bring Exchange Visitors (EVs) to the U.S. on a temporary basis to engage in exchange activities; not as a means of general employment.

Correct Form? DO NOT USE THIS FORM IF:

The visitor is currently enrolled in, and pursuing a degree, at a postsecondary academic institution outside of the U.S; is coming to UIC to fulfill educational and research activities required for his or her foreign degree program; and intends to return home and graduate after his/her UIC visit of 12 months or less. If any of these conditions apply, you should use the [J-1 Student Intern Request Form](#). Contact OIS if you have questions about the forms. If you are requesting an **extension** of a current J-1, please use the [DS-2019 Extension Request Form](#).

J-1 Process

1. Complete OIS Request Forms and collect all required supplemental documentation from department and scholar. This includes a \$650.00 OIS processing fee.
2. Submit hard-copy packet of forms and documentation to OIS for processing.
3. OIS reviews within 10 business days, contacts department for follow-up information.
4. OIS contacts department when original DS-2019(s) is ready for pick-up.
5. Department sends DS-2019 along with invitation letter, etc., to scholar overseas.
6. Scholar (and any dependents) applies for J-1 (and J-2) visa(s) at a U.S. Consulate abroad.
7. Scholar enters the U.S. and checks-in with OIS as soon as possible upon entry. (J-1 may not enter sooner than 30 days prior to the DS-2019 start date. OIS must validate J-1’s record no later than 30 days after same start date.)

J-1 Processing Timeframes

*It is recommended that you submit this request at least **45 days** prior to the proposed J-1 program start date:*

- Initial OIS review: 5 business days
- Average time to collect all additional documents and create DS-2019(s): 10 – 20 days
- Visa process: 2 – 30+ days, depends on [Consulate](#) and scholar’s application.
- Mailing and travel time: 3 – 10 days

Checklist of Required Documents

From Department:

- This original, signed Request Form (pages 2-3)
- Signed copy of UIC letter of invitation/offer including: program dates, any fees that will be incurred by the scholar (i.e., administrative program fees), any salary or compensation, and a thorough description of research and duties. See HR website for appropriate [J titles](#) and [offer letters](#). If EV is 100% self-funded contact OIS for letter template.
- [Patient Care Statement](#): if scholar has earned an M.D. degree outside of the U.S. (2 originals)
- Optional: Red Letter Envelope if you do not wish to collect DS-2019s in person at OIS.

From Scholar:

- Copies of signed [DS-2019 Request Form](#)
- Curriculum Vitae
- Copy of passport biographical pages for scholar and any dependents
- [Upload](#), or provide valid copies, of financial support documents if non-UIC funded
- If scholar is in the U.S: copies of all current immigration documents.
- If scholar was in J status within the past three years: copies of all previous forms DS-2019.



EV's Passport Family/Last Name: _____ Given/First Name(s): _____

Department Certification

- Sponsorship: I authorize sponsorship of this Exchange Visitor (EV) and I understand that it is the responsibility of the department to monitor compliance of the EV with all immigration laws...
Health Insurance: I understand that all EVs and their dependents are required under federal immigration law to carry specific health insurance coverage amounts...
Funding: If UIC-funded, I certify that UIC funds are available as indicated. If funding changes, we will notify OIS immediately.
Allowable Activities:
o I understand that the EV will be terminated if he/she fails to participate in the proposed activities or engages in unauthorized employment.
o I understand that activities that fall outside the exchange program are restricted, and that the department must consult with OIS prior to approving EV participation in any other academic/professional activity...
Location: I will notify OIS of any future, proposed changes in work location. I understand that the EV must be physically present at the location(s) indicated on this form; they may not telecommute as a primary means of conducting their program.
Arrival dates: I understand that the EV is only allowed to enter the U.S. up to 30 days prior to the start date listed on the DS-2019 and that OIS must validate (check-in) the EV no later than 30 days after the start date. I will inform OIS immediately if the EV's arrival will be delayed.
Check-in: I understand that the EV must check-in with OIS upon arrival and provide proof of adequate health insurance, as above.
Orientation: I will allow the EV to attend the federally required OIS J-1 Scholar Orientation.
Departure: I understand it is the responsibility of the department to provide OIS with a Departure Verification Form (DVF) upon program completion, and that failure to do so could result in future immigration complications for the EV.

Supervisor's English Proficiency Certification - REQUIRED

EVs are required to have "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis." The supervisor's signature below certifies compliance that the EV's English language ability has been determined by the following acceptable means.

You must select one:

- Results from a recognized English language test (attach copy of test results)*
Name of Test: _____ Score: _____
*Refer to UIC Graduate Admission English Proficiency Requirements for acceptable score minimums.
Signed documentation from an academic institution or English language school (attach copy.)
Documented in-person, videoconference or phone interview conducted by the sponsor on Date: _____

Department Authorization

I certify that the information provided in this DS-2019 Request Form is correct and that no part of the OIS application fee of \$650.00 will be assessed to the scholar. I attest that the department will uphold the points mentioned above.

BANNER/FOAPAL #: Fund _____ Org. _____ Acct. 141901 Program _____

Original Signature of Dean/Department Head: _____ Date: _____

Print Name of Dean/Department Head: _____

Original Signature of Supervisor/PI: _____ Date: _____

Print Name of Supervisor/PI: _____ Department: _____

Name of Department contact person: _____ Email: _____



EV's Passport Family/Last Name: _____ Given/First Name(s): _____

Section 1: Program Information

1. Program Dates: From: _____ To: _____
2. UIC Appointment Title: _____ Percent Appointment (if any): _____
3. Total hours per week EV will be involved in the program activity: _____ (must be 32+ hours)
4. Main field of research (ex. Microbiology, Computer Science, etc.): _____
5. Describe the research and/or proposed activities in 1-3 sentences. Be sure to include if the EV will be conducting research, teaching, auditing courses, or participating in any clinical observations: _____

6. Will EV perform the UIC research/projects above at off-campus locations? No Yes (If yes, complete below.)

Location name	Complete U.S. Address (Street number, name, city, zip code)	Dates of activity
		<input type="checkbox"/> full program length <input type="checkbox"/> From: _____ To: _____
		<input type="checkbox"/> full program length <input type="checkbox"/> From: _____ To: _____

Section 2: Financial Support Information

Total # months: _____

- Must match program dates indicated in #1 above.
- List amounts in U.S. dollars.
- Indicate all possible funding sources.
- Do not include stipends for insurance.
- UIC funding requires accompanying signed invitation/offer letter.
- Non-UIC sources require valid copies from sponsor. Originals may be uploaded to [Box](#) or mailed, not both.
- Total minimum funding requirements per month: **\$1,900** for EV, **\$560** for first dependent, **\$425** for each additional dependent.

Funding source	Amount per month (USD)
UIC salary/funding	\$
EV's home government (paid directly only)	\$
International organization (paid directly only, i.e. NATO, EMBO)	\$
Personal funds (attach/upload bank statement in English &/or translation)	\$
Other Organization (specify below, i.e. home institute name)	\$
Other Source (specify below, i.e. home institute name)	\$
Total per month	\$