

## DS-2019 Request Form Scholar Template (to be filled)

### Section 1: J-1 Scholar Information

Family/Last Name: \_\_\_\_\_ Foreign Address: \_\_\_\_\_  
Given/First Name: \_\_\_\_\_  
Gender: Male Female | Birth Date: \_\_\_\_\_  
Email: \_\_\_\_\_ City: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_ Country: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_ Zip/State: \_\_\_\_\_  
Country of Legal Permanent Residence: \_\_\_\_\_

### Section 2: Eligibility Questions

1. Have you received a UH ID at any point in the past? No Yes If yes, then UH ID: \_\_\_\_\_
2. Have you been a scholar in the U.S. at any time in the past on the J status (only answer Yes if you are currently outside the U.S.)? No Yes

Please provide the following information if you circled "YES":

Prior J1/2 Category: \_\_\_\_\_ Previous location/institution and program dates: \_\_\_\_\_

### 3. English Proficiency

Provide documentation using one of the following measurements:

- A recognized English Language test (attach a score report); OR,
- Signed documentation from an academic institution of English language school (attach a copy of the grade document); OR,
- Conducted an in-person interview or videoconferencing on \_\_\_\_\_ (date)  
by \_\_\_\_\_ (faculty/staff name).
- The listed above measurements are exempt if the J-1 exchange visitor has obtained a secondary school degree or higher from a country where English is spoken as the native language:

Country: \_\_\_\_\_ Degree: \_\_\_\_\_

### 6. What is your current position in your home country (circle one)?

Government      Private Sector      Academic      Undergraduate Student      Graduate Student

### Section 3: J-1 Transfer/Change of Status

4. Are you in the U.S. now on a different Visa type other than J-1 (J-2, H-1B, F-1, etc.)? No Yes

Visa Type: \_\_\_\_\_

Will you need assistance from ISSSO for a change of status to J-1? No Yes

5. Are you a J-1 Research Scholar/Professor and need to transfer their SEVIS record to UH? No Yes

*An exchange visitor may transfer from one program sponsor to another if the purpose of the transfer is to complete the objective for which he or she was admitted to exchange visitor status and if the exchange visitor remains within the same participant category.*

*It is recommended that the transfer request be submitted at least 30 days prior to DS-2019 program ending date and the proposed consecutive starting date with the new sponsor to allow for processing of paperwork. Any employment under UH program may not commence until the exchange visitor receives a DS-2019 from our office.*

Fill out the below information if you circled "yes" and you are transferring to UH from another U.S. institution.

What is the J-1 category? \_\_\_\_\_ Current location/institution? \_\_\_\_\_

DS-2019 Program Start Date: \_\_\_\_\_ DS-2019 Program End Date: \_\_\_\_\_

Current EV Program Number: \_\_\_\_\_ SEVIS ID: N \_\_\_\_\_

End-Date of Position at Current Institution: \_\_\_\_\_ Proposed Start Date at UH: \_\_\_\_\_

Current program international office contact name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*According to the J-1 regulations, to be eligible for a transfer, the following criteria must be met:*

- A. The transfer is consistent with the goals and objectives of the exchange visitor program.*
- B. The Exchange Visitor is currently in valid program status, and they will not exceed their maximum program duration.*
- C. The Exchange Visitor's SEVIS record is in Active status (J SEVIS records turn to Inactive the day after the J-1 Program End Date)*
- D. There cannot be a gap between the end of the exchange visitor's program at their prior institution and the start date at UH. These two dates must be continuous to the scholar's status in the U.S.*

### Section 4: List of J-1 Dependents

7. Will you be bringing dependents with you (circle one)? No 1 2 3 4 5 6

Start with the spouse first:

<b>1.</b> Full Name: _____ Relationship to J-1: _____ Birth Date: (mm/dd/yyyy): _____ Birth Country: _____ Birth City: _____ Citizenship Country: _____ Country of Legal Perm. Residence: _____ Email (if older than 17): _____	<b>2.</b> Full Name: _____ Relationship to J-1: _____ Birth Date: (mm/dd/yyyy): _____ Birth Country: _____ Birth City: _____ Citizenship Country: _____ Country of Legal Perm. Residence: _____ Email (if older than 17): _____
<b>3.</b> Full Name: _____ Relationship to J-1: _____ Birth Date: (mm/dd/yyyy): _____ Birth Country: _____ Birth City: _____ Citizenship Country: _____ Country of Legal Perm. Residence: _____ Email (if older than 17): _____	<b>4.</b> Full Name: _____ Relationship to J-1: _____ Birth Date: (mm/dd/yyyy): _____ Birth Country: _____ Birth City: _____ Citizenship Country: _____ Country of Legal Perm. Residence: _____ Email (if older than 17): _____
<b>5.</b> Full Name: _____ Relationship to J-1: _____ Birth Date: (mm/dd/yyyy): _____ Birth Country: _____ Birth City: _____ Citizenship Country: _____ Country of Legal Perm. Residence: _____ Email (if older than 17): _____	<b>6.</b> Full Name: _____ Relationship to J-1: _____ Birth Date: (mm/dd/yyyy): _____ Birth Country: _____ Birth City: _____ Citizenship Country: _____ Country of Legal Perm. Residence: _____ Email (if older than 17): _____

## Section 5: Required Documents

- **English Language Proficiency (unless it was done by an interview)**
- **Passport Bio Page**
- **Dependent Passport Bio Pages(if applicable)**
- **Current DS-2019 (if applicable for transfers only)**
- **Any Prior DS-2019's that you have used in the past**
- **Funding Documents with US Dollar(\$) amount and in English (if non-UH paid employee)**
- **Completed Visa Candidate Affiliation Due Diligence Form (with help from the sponsoring department)**