



## J-1 Exchange Visitor Program Request (For Research Scholar, Professor)

2019-2020

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### Instruction for J1 Visa Sponsorship Application of Visiting Scholar/Professor

#### Form DS-2019 Certificate of Eligibility for Exchange Visitor Status

All J1 exchange visitors must obtain a Form DS-2019, Certificate of Eligibility for Exchange Visitor Status in order to apply for a J1 visa to enter the U.S. or to transfer from another J1 sponsoring institution to Midwest University. The Midwest International Research Institute (MIRI) is responsible for issuing Form DS-2019 through the Student & Exchange Visitor Information System (SEVIS), the web-based computer system used by the U.S. Department of Homeland Security to track and monitor international students, scholars and programs. Please complete the application forms and attach required documents on the checklist before submitting Midwest International Research Institute (MIRI) for a Form DS-2019.

#### Application Deadline: **SIX WEEKS BEFORE ARRIVAL DATE** of exchange visitor

From receiving the Form DS-2019 at home country to schedule an interview with a U.S. Consulate to apply for a J1 visa, to make travel plans, and to finally arrive on campus, an exchange visitor needs a minimum of five weeks. Midwest International Research Institute (MIRI) needs 3-5 business days to process the application, depending on the workload of the time the application is submitted. **Visitors should Not schedule visa interview with a U.S. Consulate until receiving confirmation that the DS-2019 has been mailed.** Please plan early and submit completed application to Midwest International Research Institute (MIRI) **SIX weeks before** the arrival date. Your cooperation is greatly appreciated by the visitors as well as by Midwest International Research Institute (MIRI) staff.



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<b>1. The purpose of this request:</b>		New program – scholar coming from abroad New program – scholar transferring within the U.S. Extension – scholar continuing on same program at MU		Attach 2 recent 2x2 sized photos of yourself here
<b>2. Personal Information:</b>				
_____ (Last or Family Name)		_____ (First Name)		
_____ (Middle Name)				
Gender: Male Female	Date of Birth: _____ (mm/dd/yyyy)			
E-mail Address: _____				
City of Birth: _____		Country of Birth: _____		
_____		_____		_____
Country of Citizenship		Passport Number		Passport Expiration Date(mm/dd/yyyy)
<b>3. Current Address:</b>				
(all documents will be sent to this address)	Street Address _____			
	Postal Code _____	City _____	State(if necessary for mail) _____	Country _____
	Telephone _____ Mobile Phone _____ Email _____			
<b>4. Permanent Address</b>				
Check here and do not complete if the information is the same	Street Address _____			
	Postal Code _____	City _____	State(if necessary for mail) _____	Country _____
	Telephone _____ Mobile Phone _____ Email _____			
<b>5. Emergency Contact</b>				
(must be a relative, spouse, or guardian)	Full Name _____		Relationship to You _____	
	Street Address _____			
	Postal Code _____	City _____	State(if necessary for mail) _____	Country _____
	Telephone _____ Mobile Phone _____ Email _____			
<b>6. Present of Former Position</b> in the country of permanent residence: (For example: Is he/she a professor, researcher, graduate student, government employee/administrator, in the private sector? Please give concise description.)				
Has been a J-1 scholar in the US? Yes No End date of most recent J-1 program: _____ Previous J-1 Sponsor organization name: _____ Previous J-1 Sponsor contact information: _____				
<b>7. Religion Background</b>				
Your Religion: Christianity Buddhism No Religion Other( ) Denominational Affiliation: ( )				



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**8. J-1 Program Dates:** From: (mm/dd/yyyy) To: (mm/dd/yyyy)

List the total of time, up to a maximum of five years (Professor or Research Scholar) or six months (Short-Term Scholar), for which the activities have been **mutually agreed to and for which funding has been assured**.

### 9. Title of Proposed Position:

### 10. Brief, Concise and non-technical Description of Activities of Exchange Visitor at MU:

For example: Research in the field of veterinary pathobiology, research in mathematics, etc.

### 11. Source and amount of financial support:

Please note that this must be documented in the form of an offer letter or, if the support is coming from the home institution or agency, documentary evidence must be attached to this application before we can prepare the scholar's documents.

- |   |    |         |
|---|----|---------|
| • Midwest University *  | \$ | Source: |
| *(include department grant funding)                                       |    |         |
| • Exchange visitor's government   | \$ | Source: |
| • Other organizations (please list)                                       | \$ | Source: |
| • Personal funds*   | \$ |         |
| *(Please attach proof of personal funds:<br>bank statements, for example) |    |         |

### 12. Accompanying Family Members:

If the exchange visitor's spouse and/or children will accompany him/her to MU, we must also issue to the exchange visitor, a certification listing the names (as they appear in their passports) of the family members, their relationships to the exchange visitor and the dates and places of birth (city and country). Each dependent will be issued his/her own J document, DS 2019, as a J-2 dependent.

#### Dependent #1

(Last or Family Name)		(First Name)		(Middle Name)	
<b>Relationship:</b>	Spouse, Daughter, Son	<b>Date of Birth:</b>	mm/dd/yyyy	<b>Place of birth:</b>	City & Country

Country of Citizenship

Passport Number

Passport Expiration Date (mm/dd/yyyy)

Midwest International Research Institute (MIRI) – Midwest University, 851 Parr Rd., Wentzville, MO 63385 U.S.A.

Tel: 1-636-327-4645 Fax: 1-636-327-4715, Email: mio@midwest.edu



## J-1 Exchange Visitor Program Request (For Research Scholar, Professor)

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Dependent #2					
(Last or Family Name)		(First Name)		(Middle Name)	
<b>Relationship:</b>	Spouse, Daughter, Son	<b>Date of Birth:</b>	mm/dd/yyyy	<b>Place of Birth:</b>	City & Country
Country of Citizenship		Passport Number		Passport Expiration Date (mm/dd/yyyy)	
Dependent #3					
(Last or Family Name)		(First Name)		(Middle Name)	
<b>Relationship:</b>	Spouse, Daughter, Son	<b>Date of Birth:</b>	mm/dd/yyyy	<b>Place of Birth:</b>	City & Country
Country of Citizenship		Passport Number		Passport Expiration Date (mm/dd/yyyy)	
Dependent #4					
(Last or Family Name)		(First Name)		(Middle Name)	
<b>Relationship:</b>	Spouse, Daughter, Son	<b>Date of Birth:</b>	mm/dd/yyyy	<b>Place of Birth:</b>	City & Country
Country of Citizenship		Passport Number		Passport Expiration Date (mm/dd/yyyy)	
<p>Note: If more space is needed, please attach an extra sheet of paper. Be sure that all names are spelled correctly and exactly as they are in the individual's passport. A misspelling of a name can lead to a visa denial.</p>					
<b>13. Insurance Coverage (Medical, Evacuation, &amp; Repatriation)</b>					
<ul style="list-style-type: none"><li>• Medical benefits of at least \$100,000 per person per accident or illness</li><li>• Expense associated with medical evacuation in the amount of \$50,000</li><li>• Repatriation of Remains in the amount of \$25,000</li><li>• A deductible not to exceed \$500 per accident or illness</li></ul>					
<p>Note: participants in the J-1 Exchange Visitor program are required to have medical insurance that covers them for sickness or accident during the period of time they are participating in MU's exchange visitor program. The Exchange visitor must provide proof of insurance as indicated above to the office of International Affairs within two weeks of the start of the program listed on the Exchange Visitor's DS-2019.</p>					





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### **IMPORTANT: TWO-YEAR HOME COUNTRY PHYSICAL PRESENCE REQUIREMENT**

Some J-1 Exchange Visitors and their J2 dependents may be affected by a provision referred to as the “two-year home country physical presence requirement.” This means that after completing his/her program in the U.S. as outlined on the Form DS-2019, an Exchange Visitor must return to his/her home country for two years. This requirement usually applies to the following: 1) Exchange Visitors whose programs are financed in whole or part, directly or indirectly, by the U.S. or home country government and or a foreign sponsor; 2) Exchange Visitors whose country and field of specialized knowledge (skills) are listed in the most recent “skills list” published by the U.S. Department of State; 3) Exchange Visitors who are receiving graduate medical education or training in the U.S.A. waiver of this requirement may be possible. This special characteristic of J-1/J-2 status should be clearly understood by the J1 Exchange Visitor. Any questions regarding this matter should be discussed with the Midwest International Research Institute (MIRI) of Midwest University.

#### **Attach ALL documents listed below and email to Midwest University:**

1. Copy of the bio-page of your and your dependents’ passports showing legal name, date of birth, city of birth, country of birth, gender and expiration date
2. If not funded by Midwest University, proof of funding **in English**

#### **Other institutional support case:**

A letter from an employer or another institution on OFFICIAL business letterhead including a signature showing amount and length of support

#### **Private sponsors including parents (must include both of the following):**

- the sponsor’s bank or other financial statements
- letter(s) indicating the relationship between you and the sponsor(s), the amount of support and the length of support

3. Proof (**in English**) of health insurance coverage for full period of DS-2019
4. Your very brief research/teaching plan (less than half page)
5. Your CV/resume
6. Copies of previous DS-2019s for J1/J2 status issued by MU and/or any other U.S. institutions (if you were in J1 status previously)
7. Funding for dependents if coming: please provide original financial documents of \$5,000/year for spouse plus \$3,500 for each child) \$ \_\_\_\_\_
8. Copy of marriage certificate in ENGLISH (must be an official legal translation)

**I attest that I have read the information above and fully understand its contents.**

Signature

Date(mm/dd/yyyy)