

Office for International Students and Scholars (OISS)

WashU department contacts must complete this form to request a DS-2019 for a J-1 Exchange Visitor (EV). Before proceeding, review [J-1 Overview](#) for detailed instructions.

EXCHANGE VISITOR & PROGRAM INFORMATION

EV Surname (Last):

EV First Name:

School Name:

Department Name:

Start Date:

End Date:

Department Contact:

Department Head/Chair Name:

Faculty Sponsor Name:

Subject Field Code [CIP codes](#)

Degree required for Position:

Job Title:

Position Description:

EXAMPLES OF VALID JOB DESCRIPTIONS IN EACH CATEGORY

- **Short Term** (max 6 months) -- EV will collaborate with faculty/attend seminars/lecture/teach in the field of X.
 - NOTE: The maximum program length for the J-1 short term category is 6 months. The J-1 program cannot be extended or transferred to another institution after 6 months.
- **Research** (max 5 years) -- EV will primarily conduct research in the field of X.
- **Professor** (max 5 years) -- EV will primarily teach and will also conduct research in the field of X.
- **Student Intern** (max 12 months) -- EV will participate in an internship program in the field of X as part of their degree program.

FUNDING INFORMATION

All J-1 applicants must provide proof of funding for the duration of their stay. Minimum levels:

- **\$2,644/month** (\$31,720/year) for the principal J-1 EV
- Add **\$817/month** (\$9,800/year) for 1st additional dependent (spouse or child)
- Add **\$417/month** (\$5,000/year) for each additional dependent

Note: This amount does not include health or childcare costs. Please review [Funding Information here](#).

WashU Funds: \$

WashU received funding for international exchange from one or more U.S. government agencies to support this EV: Yes No

Other Organization Funds: \$

Other Organization Name:

Home Government Funds: \$

Source of Home Government Funds:

Personal Funds: \$

SITE OF ACTIVITY

Select one:

HEALTH INSURANCE

Will the EV be eligible for WashU benefits? Yes No

Benefits description:

Compliance

In compliance with federal regulations governing the J-1 Exchange Visitor Program, you are certifying that all information in this request is true and accurate to the best of your knowledge. Your signature below indicates that you will abide by the following:

- The intent of the J-1 program is for training and exchange of knowledge and not for the use of employment.
- J-1 visa holders are restricted to engaging only in the activities permitted under their program and category. Any change to employment must be reported in writing to and approved in writing by the Office for International Students and Scholars before change(s) can occur;
- Inform the EV of health insurance requirement that they must maintain continuous medical (health) insurance; medical evacuation and repatriation of remains insurance for themselves and any J-2 dependent(s) for the full period of sponsorship. I understand that a J-1 Exchange Visitor's sponsorship will be terminated if they do not comply with the insurance requirements for themselves and all J-2 dependents.
- Ensure that the EV has appropriate academic credentials for their category and for their position.
- Confirm that the J-1 visa program will not be used for tenure-track or tenured faculty appointments.
- A J-1 exchange visitor may be subject to a two-year home country physical presence requirement also known as 212(e). If the J-1 visitor is recommended or approved for the waiver of the two-year home residency requirement, I understand that no further J-1 benefits are possible, including but not limited to extension, travel, and transfer of the J-1 program to another institution.
- Provide adequate office space and support to the EV for the duration of their program at WashU.
- Ensure that the Exchange Visitor participates remotely no more than 40% of the time (i.e., two days out of five per week).

Dean / Director / Chair Name:

Faculty Sponsor / PI Name:

Faculty Sponsor / PI Signature:

Department Contact Name:

Department Contact Signature:

Note: Initial DS-2019 requests are subject to a **10-business day processing time** from the date the department contact submits the entire request to OISS. Once the DS-2019 is ready, you will receive an email from OISS with the digitally signed DS-2019 attached. The DS-2019 approval email will include important information for the Exchange Visitor. Please make sure the EV is instructed to read all the information.