



COVERSHEET FOR EXCHANGE VISITORS

The U.S. Department of State's Exchange Visitor program is designed to promote international education and cultural exchange in order to develop mutual understanding between the people of the United States and other countries. UWM's Exchange Visitor Program provides opportunities for study, research and teaching. The SEVIS DS-2019 Request Form (attached) can only be used to request documents for Visiting Scholars. If the Exchange Visitor will be enrolling in graduate courses and wishes to pursue a degree, please contact CIE for more information. Visiting Scholars are not eligible for student employment such as teaching or project assistantships.

Immigration regulations mandate that U.S. universities and colleges that sponsor international scholars must report exchange visitor information via SEVIS (Student and Exchange Visitor Information System). SEVIS is a U.S. government web-based database that makes information about international scholars available to immigration and other governmental agencies including U.S. consulates and embassies. The office of International Student and Scholar Services (ISSS) is required to report personal and program information regarding international scholars at UWM via SEVIS within a very short time frame if the scholar is to remain legally in the U.S. Among other information, ISSS must report to SEVIS the exchange visitor's arrival at UWM within 30 days of the scholar's program begin date, and report the exchange visitor's U.S. address as well as any subsequent changes in the address within 10 days.

Each department sponsoring a visiting scholar (exchange visitor) is responsible for the following:

- Providing a MINIMUM of two months lead time in preparing paperwork for new visiting scholars (Departments should be aware that delays in visa processing and security checks can mean that some scholars may need up to 6 months to secure a J-1 visa and arrive at UWM, therefore, more than two months lead time may be necessary in some cases).
- Ensuring **completeness and accuracy** of the information provided on the DS-2019 Request Form for International Scholars.
- **Informing ISSS immediately if the scholar changes plans**, decides to arrive earlier or later than stated on the DS-2019 form, or cancels their proposed appointment at UWM.
- Ensuring the scholar's prompt attendance at the mandatory ISSS orientation (within 3 days of arrival).
- Providing support to the scholar during their research/teaching at UWM.
- Communicating immediately with ISSS regarding information about the scholar's appointment at UWM which includes the following SEVIS reportable events: the arrival, departure and/or termination of the scholar from UWM, changes in the scholar's US address, and any program change in the scholar's appointment.
- Informing ISSS at least one month before the expiration date on a current scholar's DS-2019 form about any extension requests.
- Informing ISSS about any incidental employment the scholar wishes to engage in so that ISSS can authorize such employment in advance if the scholar meets the immigration requirements.

I, the undersigned, understand and agree to comply with the above outlined responsibilities.

Name of Dean or Chair	Signature	Date
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Primary Scholar Contact at Dept.	Phone	E-Mail Address
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SEVIS DS-2019 SCHOLAR REQUEST FORM (J-1 VISA)

Please return completed form to:
 CIE's International Student and Scholar Services, Garland Hall 138
 Fax 414 229-3750 Phone 414 229-4846

The following information will be used to enable ISSS to prepare a form DS-2019 for the scholar seeking permission to enter the U.S. with J-1 Exchange Visitor visa status. This form should be completed by the academic department and NOT sent to the scholar. Please ensure the information on this form matches **EXACTLY** the information that appears on the scholar's passport. Entering incorrect information will complicate & delay the visa application process.

Scholar will be:

- Beginning a new program
- Transferring to UWM from another U.S. institution
- Extending a program - **Please fill in scholar's name and any changes on pages 2 and 3. Then, ONLY complete the "Financial Information" and "Extension for Current UWM Scholar" on page 3.**

Is the prospective scholar currently at another U.S. academic institution? **Yes** **No**
 Has the Exchange Visitor ever been in the U.S. in J-1 status? **Yes** **No**
 Is the Exchange Visitor currently in the U.S. in another visa status (ex. F1/OPT; F2; J2) **Yes** **No**

(Note: If yes for any question, attach a copy of current and previous forms DS-2019 or IAP-66 or I-20/EAD.)

Name (Attach copy of bio/demo page of passport): _____
Last (Family) First Middle

Date of Birth (ex. April 6, 1964): _____ Male Female
Month Date Year

Country of Citizenship: _____ Country of Permanent Residence: _____

City of Birth: _____ Country of Birth: _____ E-Mail Address: _____

Most recent position in home country (example: University professor, PhD student): _____

Category of exchange visitor: Professor Research Scholar
 Short-term Scholar Specialist

Category	Activities to be pursued at UWM	Permitted length of stay
Professor	Lecture or Teach	From 3 weeks to 5 years
Research Scholar	Conduct or participate in research	From 3 weeks to 5 years
Short-term Scholar	Lecture, observe, consult, train, or demonstrate special skills	From 1 day to 6 months, cannot be extended beyond 6 months
Specialist	Lecture, observe, consult, train, or demonstrate special skills	From 3 weeks to 1 year, cannot be extended beyond 1 year

Primary academic discipline of Exchange Visitor while working at UWM (example: Civil Engineering, Architecture)

Non-technical description of UWM appointment (example: Conduct research in Psychology)

Period of Stay at UWM: From _____ / _____ / _____ To _____ / _____ / _____
MM DD YYYY MM DD YYYY

Department's and/or Scholar's work location complete address(es) including zip code(s) – (No P.O. Box)

Info on Dependent spouse and child(ren) who will be coming in J-2 status (attach an additional sheet if necessary). Please attach copies of bio/demo page of passport(s). Note: Dependents who do not need J2 visas may be excluded.

Family Name	First Name	Middle Name	Date of birth	Relationship	City of Birth	Country of Birth	Citizenship	Country of Permanent Residence

*******ENGLISH PROFICIENCY*******

The visiting scholar has sufficient English language proficiency to work at UWM based on which of the following:

- _____ A) TOEFL/IELTS Score (attach documentation)
- _____ B) Signed Attestation from English Language Institution (attach documentation)
- _____ C) Online Interview (attach documentation)

*******FINANCIAL INFORMATION*******

Amount of Support from UWM: \$_____ (Please include letter of offer)

*Other Source (if any, in US dollars): \$_____ (Please include UWM letter of invitation)
 Indicate Source: _____ (Please include letter from source)

*Attach documentation. Documentation can consist of a bank statement, letter from sponsor, etc. If scholar will not be receiving funds from UWM, a letter of invitation from the department must be included.

*******EXTENSION FOR CURRENT UWM SCHOLAR*******

New program end date ____/____/____
 MM DD YYYY

Attach new letter of offer/invitation and financial documentation from non-UWM sponsor if applicable.

IMPORTANT – PLEASE COMPLETE THIS SECTION !!

Please review the following checklist to make sure all supplemental materials are included.

- _____ Current and previous DS-2019s and IAP-66s of prospective scholar if applicable
- _____ Copy of scholar's bio/demo page of passport
- _____ Copies of dependent's bio/demo page of passport if applicable
- _____ UWM letter of offer/invitation
- _____ Financial documentation from non-UWM sponsor if applicable
- _____ Documentation of English Proficiency

Please choose one of the following:

- Please hold DS -2019 at ISSS for pick up by my department
 Contact info for department pick up (email or phone): _____
- Please mail DS-2019 via regular mail to the scholar at the following address:

DETACH THIS PAGE FROM THE REQUEST FORM AND KEEP FOR YOUR OWN RECORDS.

VERY IMPORTANT

FOR THE DEAN/CHAIR & PRIMARY SCHOLAR CONTACT:

Each department sponsoring a visiting scholar (exchange visitor) is responsible for the following:

- Providing a MINIMUM of two months lead time in preparing paperwork for new visiting scholars (Departments should be aware that delays in visa processing and security checks can mean that some scholars may need up to 6 months to secure a J-1 visa and arrive at UWM, therefore, more than two months lead time may be necessary in some cases).
- Ensuring **completeness and accuracy** of the information provided on the DS-2019 Request Form for International Scholars.
- **Informing ISSS immediately if the scholar changes plans**, decides to arrive earlier or later than stated on the DS-2019 form, or cancels their proposed appointment at UWM. ****If the Exchange Visitor does not arrive in the U.S. AND report to ISSS within 30 days of the DS-2019 program start date (stated in #3 on the DS-2019), you must contact ISSS BEFORE THE 30TH DAY by e-mailing Brooke Thomas at bathomas@uwm.edu.*****
- Ensuring the scholar's prompt check-in (within 3 days of arrival) in Garland Hall room #138 and mandatory attendance for ISSS J-1 orientation.
- Providing support to the scholar during their research/teaching at UWM.
- Communicating immediately with ISSS regarding information about the scholar's appointment at UWM which includes the following SEVIS reportable events: the arrival, departure and/or termination of the scholar from UWM, changes in the scholar's US address, and any program change in the scholar's appointment.
- Informing ISSS *at least one month* before the expiration date on a current scholar's DS-2019 form about any extension requests.
- Informing ISSS about any incidental employment the scholar wishes to engage in so that ISSS can authorize such employment in advance if the scholar meets the immigration requirements.