



AGREEMENT FOR J-1 EXCHANGE VISITOR SPONSORSHIP

The U.S. Department of State's Exchange Visitor program is designed to promote academic 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. Visiting Scholars are not eligible for student employment such as student hourly, teaching or project assistantships. Note: the DS-2019 Request Form may only be used to request immigration documents for J-1 Visiting Scholars. If your visitor plans to enroll in UWM courses and wishes to pursue a degree, please contact international admissions.

Immigration regulations mandate that U.S. universities sponsoring international scholars report exchange visitor information via the Department of Homeland Security's Student and Exchange Visitor Information System (SEVIS). CIE must report to SEVIS the exchange visitor's arrival at UWM within 30 days of the scholar's program start date, the exchange visitor's U.S. address/phone, as well as any material changes to the scholar's academic program at UWM.

Each department sponsoring a J-1 visiting scholar is responsible for the following:

- Providing a MINIMUM of 4 months lead time in preparing paperwork for new visiting scholars. (Note: departments should be aware that lengthy in visa processing and security checks can mean that 6 months or more may be necessary to secure a J-1 visa and arrive at UWM.)
• Assessing and documenting whether the scholar has sufficient English proficiency for her/his academic program & daily life in the U.S.
• Ensuring completeness and accuracy of the information provided on the DS-2019 Request Form.
• Informing CIE immediately if the scholar changes plans, decides to arrive earlier or later than stated on the DS-2019 form, or cancels their proposed visit to UWM.
• If the scholar cannot arrive in the U.S. & report to CIE within 30 days of the DS-2019 program start date, you must contact CIE before the 30TH day.
• Ensuring the scholar's prompt check-in (within 3 days of arrival) in Garland Hall room 138 and mandatory attendance for CIE J-1 visa orientation.
• Providing academic and logistical support to the scholar during their research/teaching at UWM.
• Providing the scholar & any dependents opportunities for cultural exchange.
• Informing CIE about any incidental employment the scholar wishes to engage in so that CIE may authorize any permitted employment in advance of the activity.
• Communicating immediately with CIE regarding information about the scholar's appointment at UWM: the arrival, departure and/or termination of the scholar from UWM, changes in the scholar's work site, and any material change in the scholar's appointment.
• Submitting extension requests to CIE at least one month before the expiration date of a current scholar's DS-2019.

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

Name of Dean or Chair Signature Date

Primary Scholar Contact at Dept. Phone E-Mail Address

DS-2019 REQUEST FORM

The following information is required by Dept of State & Dept of Homeland Security for issuance of a DS-2019.

This form should be completed by the UWM academic/host unit, not by the prospective scholar.

Division must submit request via upload of a single pdf of completed form & supporting documents to "DS-2019 Requests" OneDrive folder (titled Name_startdate_div --if employee, include "employee" in title).

The J-1 Exchange Visitor/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 "Funding 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
 Specialist Short-Term Scholar* (if visit less than 6mths, talk with CIE to determine if this category is appropriate)

Category	Activities to be pursued at UWM	Permitted length of stay
Professor	Lecture or Teach courses; may also conduct research	From 3 weeks to 5 years; barred from return as Professor or Research Scholar for 24 months after program
Research Scholar	Conduct or participate in research; may also teach	From 3 weeks to 5 years; barred from return as Research Scholar or Professor for 24 months after program
Short-term Scholar	Lecture, observe, consult, train, or demonstrate special skills (if visit less than 6mths, talk with CIE to determine if this category is appropriate)	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

UWM Site of Activity: complete address(es) including zip code(s) for where scholar will physically work at UWM

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 should 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's English language proficiency is sufficient for academic & daily life in Milwaukee based on which of the following assessment tools:

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

*******MANDATORY FUNDING INFORMATION*******

Amount of Support from UWM: \$ _____

Other Funding Amount (if any, in US dollars): \$ _____

- Funding Source(s): _____

Note: Documentation of funding must be included with request. Documentation may consist of a bank statement, letter from sponsor, UWM contract, etc. Non-English language documentation must include English translation.

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

New program end date: ____/____/____ *Note:* Extension requests must include a new UWM letter of offer/invitation and current funding documentation.

IMPORTANT – PLEASE COMPLETE THIS SECTION !!

Please review the following checklist to ensure all required materials are included in your DS-2019 Request PDF upload to the OneDrive:

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

Contact info for Department pick up of DS-2019s (name & email): _____

