



AGREEMENT FOR J-1 EXCHANGE VISITOR SPONSORSHIP

The U.S. Department of State's Exchange Visitor program is designed to promote academic & cultural exchange in order to develop mutual understanding between the people of the United States & other countries. UWM's Exchange Visitor Program provides opportunities for study, research, & 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 & 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 & Exchange Visitor Information System (SEVIS). CIE must report to SEVIS the exchange visitor's arrival at UWM as well as the exchange visitor's U.S. address/phone, and any material changes to the scholar's academic program at UWM.

Each department sponsoring a J-1 visiting scholar MUST:

- Provide a MINIMUM of 4 months lead time in preparing paperwork for new visiting scholars. (Note: departments should be aware that lengthy visa processing & security checks can mean that 6 months or more may be necessary to secure a J-1 visa & arrive at UWM.)
- Acquire documentation as to whether the scholar has sufficient English proficiency for her/his academic program & daily life in the U.S.
- Ensure completeness & accuracy of the information provided on the DS-2019 Request form.
- Inform 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 two weeks prior to that 30th day.
- Ensure the scholar's prompt check-in (within 3 days of arrival) in Garland Hall 138 & attendance of mandatory CIE J-1 visa orientation.
- Provide academic & logistical support to the scholar during their research/teaching at UWM.
- Provide the scholar & any dependents opportunities for cultural exchange.
- Understand and inform scholar that employment beyond the described role in the invitation letter is NOT permitted, even for UWM.
- Communicate 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, & any material change in the scholar's appointment.
- Submit extension requests to CIE at least one month before the expiration date of a current scholar's DS-2019.

I, the undersigned, understand & 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.

Requests must be uploaded as 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

- **Fill in scholar's name and any changes on Page 2 and 3. Then, ONLY complete the "Funding Information" and "Extension for Current UWM Scholar" on Page 3 and 4**

The J-1 Exchange Visitor/Scholar:

Is currently at another U.S. academic institution? Yes No

Has been in the U.S. in J-1 status previously? Yes No

Is 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.)

BIOGRAPHICAL INFORMATION:

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: _____

CONTACT INFORMATION: E-Mail Address: _____

PROGRAM INFORMATION:

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

Category of exchange visitor: Research Scholar Short-Term Scholar*
 Professor Specialist

Category	Activities to be pursued at UWM	Permitted length of stay
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 6 months, talk with CIE to determine if this category is appropriate	From 1 day to 6 months; cannot be extended beyond 6 months
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
Specialist	Lecture, observe, consult, train, or demonstrate special skills	From 3 weeks to 1 year; cannot be extended beyond 1 year

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PROGRAM INFORMATION (cont.):

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) where scholar will physically work at UWM:

DEPENDENT SPOUSE/CHILDREN (If applicable):

Dependents coming in J-2 status (attach an additional sheet if necessary). Attach copies of bio/demo page from 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 (See end of form for information details of proficiency options):

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) JCheck Score (attach documentation)
- C) English3 Online Interview (attach documentation) **Note: As of 11/2023 only third party interviews will be accepted**
- D) University Diploma from a US Institution (attach documentation)
- E) Signed attestation from English language institution (attach documentation no more than 2 years)

DS-2019 REQUEST FORM

FUNDING INFORMATION: (Select & complete all that apply):

_____ UWM sponsoring department funding: \$ _____

_____ Personal funding (attach bank statement or other proof): \$ _____

_____ Scholarship/Home University/Government Funding \$ _____

- Name of Funding Source(s): _____

_____ Other funding \$ _____

- Name of Funding Source(s): _____

Note: ● Documentation of funding must be included with request. ● Current funding requirement is \$2000/mo for the scholar & \$6000/yr per dependent. ● Funding must reflect entirety of program and be prorated. ● Documentation may consist of a bank statement, letter from sponsor, UWM contract, etc. ● Documentation of funds must be converted into US dollars if other currency is listed. ● 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/email of DS-2019s:

Name Email