



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

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