

**REQUEST FOR A DS-2019 FORM
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-1)**

Note: Use of this form should occur only if consultation with the Office of International Students and Scholars indicates that J-1 "Exchange Visitor" is the most appropriate immigration status for a prospective international employee or visitor.

The purpose of this form is to bring an individual (and _____ dependents) to the University from:

_____ A foreign country _____ Another U.S. school or employer

1. Name: _____
(last or family name) (first name) (middle name)

2. Gender: _____ 3. Date of Birth: _____
male female (Mo) // (Day) // (Yr.)

4. City and country of birth: _____

5. Country of citizenship: _____

6. Country of legal permanent residence: _____

7. Present or former position in country of permanent residence: _____

8. Proposed dates of stay: From: _____ To: _____
(Mo.) (Day) (Yr.) (Mo.) (Day) (Yr.)

9. Title of proposed position: _____

10. Brief description of responsibilities: _____

12. Source and amount of funding (must be at least \$1,500 per month excluding travel and insurance, plus \$5,000 for spouse and \$2,500 per child.)
_____ a. University of New Orleans \$ _____
_____ b. Other (please specify) _____ \$ _____

13. If applicable, please list all locations and dates of previous times in J-1 exchange visitor status

The University's Medical Insurance

Will the employee or visitor be covered by the University's medical insurance? _____ Yes _____ No

If the individual is married, please complete this section. If immediate family members plan to accompany the individual to the University, please provide (on a separate sheet of paper) the information requested.

Will dependent(s) be accompanying the Exchange Visitor to the University? _____ Yes _____ No

Dependent information:

a. Full name	d. Country of citizenship
b. Date of birth (mo/day/yr)	e. Country of legal permanent residence
c. City and country of birth	f. Relationship (spouse or child)

Exchange Visitor Mailing Address

Address: _____

E-mail: _____

Telephone (work) _____ Telephone (home) _____

If the individual is currently in the U. S., please complete the item below and comply with the request which follows. If the individual is not in the U. S., skip this section.

Current immigration status (e.g., J-1, F-1, H-1B): _____

Please forward (or ask the prospective Exchange Visitor to forward) the following documents to OISS:

- Copies of all immigration documents [IAP-66(s), DS-2019(s), I-20(s) or I-797(s)]
- A copy of the current INS Form I-94
- A copy of the passport

Mail Request

- _____ Send the DS-2019 to me so that I can forward it to the prospective scholar.
- _____ Send the DS-2019 to the prospective scholar via courier and bill the special charges to my office. Indicate speed type to bill _____.
- _____ Send the DS-2019 to the prospective scholar via air mail.

Information on UNO faculty or staff requesting J-1 processing:

Name & Title: _____ Date: _____

Department: _____ Phone: _____ E-mail: _____

Instructions. When completed, please forward this form to the Director of OISS, IC 125. The following additional documents should be sent to OISS with this form:

- A copy of the UNO employment offer letter or gratis position offer letter and permission to hire memo for new employees; Form 101 for continuing employees
- A copy of the document(s) verifying the source and amount of any funding which is in lieu of or in addition to UNO funding
- A copy of the prospective scholar's resume or vita, if available