



Request for Immigration Document—DS-2019 J-1 Scholar

Please type all information in the form. NOTE: **Do not** send this form to the prospective scholar. Department must collect the required information through CV/resume or follow-up correspondence.

Review the [ISSS website](#) for additional details on the J-1 Scholar DS-2019 request process and submit a complete request using the Request for Visiting Scholars/Professionals and Volunteers in [myBinghamton](#). This form must be submitted along with the following documents:

- Scholar's CV/resume
- Copy of scholar's passport biographical page
- Proof of English language proficiency
- Proof of financial support for the scholar and any accompanying dependents
 - \$1,700/month for scholar
 - \$700/month for spouse
 - \$500/month for each child
- If the scholar will be accompanied by dependents, copies of their passport bio pages

The sponsoring department also needs to create a B# for the J-1 scholar. If the scholar is unpaid, review the [Human Resources page](#) for reporting a volunteer.

Section 1: Scholar Biographical Information

Information must match passport.

First Name: _____ Middle Name: _____

Last Name: _____

Birth Date (mm/dd/yyyy): _____ Male ☐ Female ☐

Birth City: _____ Birth Country: _____

Country of Citizenship: _____

Country of Legal Residence: _____

Email: _____

Purpose of this request (Please choose only one): ☐ original ☐ extension

Current U.S. address, if applicable:

Street Address: _____

City: _____ State: _____ ZIP: _____

Address abroad to which visitor will return:

Street Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Job title in country of permanent legal residence: _____

Place of employment in country of permanent legal residence (university, government institution, private business):

Section 2: Previous J-1 Status Information

If the scholar has previously been in J-1 status in the United States, at Binghamton or elsewhere, provide the following information:

J category (e.g. student, scholar, professor): _____

Name of U.S. College or University: _____

Start Date of Stay (mm/dd/yyyy): _____

End Date of Stay (mm/dd/yyyy): _____

If the scholar is transferring from another U.S. institution:

Name of current program sponsor: _____

Address: _____

Date of scholar's initial entry to U.S. on J-1 visa: _____

Expiration date of current DS-2019: _____

Section 3: Proposed Scholar Information

Field of specialization scholar will engage in at Binghamton University (Please be as specific as possible [e.g. Chemistry Department—electro analytical chemistry]):

Scholar Category at Binghamton (please choose only one):

- ☐ Visiting (assistant, associate) Professor
- ☐ Visiting Research Scholar, Research Associate or Specialist
- ☐ Visiting Short-term Scholar (less than 3 weeks to a maximum of 6 months)

Dates of appointment, which must match dates on the invitation letter.

Start date is the date by which the scholar must enter the United States:

From (mm/dd/yyyy): _____ To (mm/dd/yyyy): _____

Section 4: Financial Information

Official documentation of funding other than university support must accompany request form.

Source	Amount
Binghamton University: State Payroll	
Binghamton University: Research Foundation	
Other:	
Other:	
Personal Funds	

Will your department charge a fee to this scholar to be affiliated with you?

☐ Yes ☐ No If yes, what is the amount? \$ _____

ISSS charges a \$95 administrative fee per semester (fall, spring, and summer) for all international scholars on J-1 visas. Choose one of the following:

- ☐ The scholar will pay the administrative fee
- ☐ Charge payment to IFR account _____
- ☐ Fee will be paid from a Research Foundation account. Email invoice to _____

Section 5: Dependent Information

If the scholar will be accompanied by their legal spouse or children, include their information below and provide a copy of each dependent's passport biographical page as well as additional financial documentation for dependent living expenses.

	Dependent 1	Dependent 2
Last Name		
First, middle names		
Relationship (spouse or child)		
Gender		
Date of birth		
City of birth		
Country of birth		
Country of citizenship		
Country of permanent residence		
Expected arrival date		

	Dependent 3	Dependent 4
Last Name		
First, middle names		
Relationship (spouse or child)		
Gender		
Date of birth		
City of birth		
Country of birth		
Country of citizenship		
Country of permanent residence		
Expected arrival date		

Section 6: English Language Proficiency

The U.S. Department of State requires that “[the] exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.10(a)(2)]

Check One:	Please indicate how your department has certified English language proficiency for the prospective exchange visitor:	
<input type="checkbox"/>	Certification by a recognized English language test	Attach copy of certified test score
<input type="checkbox"/>	Certification by an academic institution or English language school	Attach copy of official letter that: <ul style="list-style-type: none"> • Verifies the exchange visitor possesses English language proficiency high enough to function daily within the Binghamton University position and within the local U.S. community • Is written in English within the past 12 months • Is printed on official letterhead and includes a signature from a school official
<input type="checkbox"/>	Certification by the sponsoring professor (a signature is required in the right column)	<p>Name and Title of Interviewer:</p> <p>_____</p> <p>_____</p> <p>Date of Interview (mm/dd/yyyy):</p> <p>____/____/____</p> <p>Duration of Interview: _____ minutes</p> <p>The interview was conducted...</p> <p><input type="checkbox"/> in person</p> <p><input type="checkbox"/> by videoconference</p> <p><input type="checkbox"/> by phone</p> <p>Interview notes (required):</p> <p>_____</p> <p>_____</p> <p>I declare under penalty of perjury that I have interviewed the prospective exchange visitor, and I have verified that the individual’s English language proficiency is sufficient to function daily within their position and within the local U.S. community</p> <p>Signature: _____ Date: _____</p>

Section 7: Department Contact Information

ISSS will email a digital DS-2019 directly to the scholar and cc the inviting professor and a department contact.

Faculty Member Requesting DS-2019: _____

Faculty Email: _____

Additional Department Contact: _____

Department Contact Email: _____