REQUEST FOR DS-2019 (CERTIFICATE OF ELIGIBILITY) TO HOST AN INTERNATIONAL VISITING SCHOLAR (22 CFR 62 Exchange Visitor Program)

The Office of International Student and Scholar Services (ISSS) serves as a program sponsor for the J-1 Exchange Visitor Program on behalf of Florida Atlantic University (FAU). ISSS advises FAU departments on appropriate visa classifications for prospective international visiting scholars in the categories of professor, research scholar, short-term scholar, specialist, or international student intern. In addition to J-1 exchange visitors, other international scholars at the university may include:

- Visitors coming to campus in B-1 (visitor for business) or WB (visa waiver – ESTA) status
  - Please consult with ISSS or the University General Counsel to determine whether this classification is appropriate for the proposed activities.
- Employees (faculty, researchers, staff) with other non-immigrant classifications such as H-1B, TN, O-1, etc.
  - For specific requirements pertaining to these visa classifications, departments should contact the University General Counsel.
- International Student Interns – individuals pursuing a bachelor’s or master’s degree equivalent abroad who wish to engage in research/practical experiences may be invited under the J-1 student intern category.
  - For international student intern requirements, please view the J-1 Intern Request Form.
  - Brazil Science Mobility Program (BSMP) non-degree exchange students who wish to complete their internships at FAU must contact the Office of International Programs (Ms. Tania Tucker: trtucker@fau.edu).

Departments who wish to invite J-1 exchange visitors temporarily for research, teaching, lecturing, consulting, or participation in seminars/colloquia must submit the Request for Form DS-2019 for J-1 Scholar. The prospective international scholars will use Form DS-2019 (Certificate of Eligibility for J-1 Exchange Visitor) to apply for the J-1 Exchange Visitor visa at a U.S. embassy/consular post in his or her home country. The J-1 visa status cannot be used for tenure-track positions or other permanent positions at the university.

All requests must be submitted as a complete packet in pdf format via email to isss@fau.edu (subject line: J1 Scholar Request). ISSS will request originals if needed. Departments should submit requests approximately four months in advance. Requests must be submitted at least 60 days before the expected start date. Please allow 10 business days for processing.

DOCUMENT CHECKLIST
___ Request Form Part I (completed in full by the host department)
___ Request Form Part II (completed in full by the exchange visitor)
___ Copy of invitation/offer letter from the host department*
___ Applicant’s Resume/CV
___ Proof of language proficiency (see section I-D)
___ Copy of passport biographical pages for the applicant and dependent(s)
___ Proof of sufficient funding (see section I-E)

*Invitation/offer letter must include the following:
  - Position title and brief description
  - Beginning date and end date of proposed activity/position
  - Terms and conditions of employment (job duties, number of work hours, wages and compensation) if applicable
  - Costs charged to the visitor (i.e., program fees, background check, use of materials, lab fees, space, access to research labs/tools/machinery, administrative support, etc.)