

FLORIDA ATLANTIC UNIVERSITY
INTERNATIONAL STUDENT AND SCHOLAR SERVICES (ISSS)
Student Support Building Suite 214 (561) 297-3049

Form A Department Request for DS-2019 Appointment of Exchange Visitor Scholar (J-1 VISA)

PLEASE READ THE INSTRUCTIONS AND REVIEW THE FORMS CAREFULLY.
QUESTIONS REGARDING THESE FORMS SHOULD BE ADDRESSED TO THE ISSS.

To be completed by *FAU sponsoring* Department. Submit with Form B and supporting documents to ISSS. The DS-2019 will be prepared within ten working days after receipt of **all** required documents, providing the documents are **complete and accurate**. **Please type or print clearly.**

FAU SPONSOR INFORMATION

DATE: ____/____/____ DEPARTMENT: _____ PHONE#: () _____

DEPARTMENT MAILING ADDRESS: _

FAU SPONSORING FACULTY MEMBER: _

(Last Name, First Name)

(Department title)

Departmental contact who will deliver and retrieve forms, documents and provide information regarding the scholar. ISSS will call the contact person when the documents are ready to be picked up and sent by the department.

_____()_____
(Last Name) (First Name) (Area Code + Phone Number) E-mail

INFORMATION REGARDING THE PROSPECTIVE SCHOLAR AND THE APPOINTMENT

SCHOLAR'S FULL NAME:

(FAMILY/LAST NAME) (First/Given Name) (Middle)

ADDRESS WHERE SCHOLAR WILL BE WORKING:

FIELD/SPECIALIZATION: PROPOSED FAU TITLE: _____

PROPORTION OF TIME TO BE SPENT AS FOLLOWS ? TEACHING: _____ RESEARCH: _____

OTHER: _____

BRIEF GENERAL DESCRIPTION OF DUTIES:

DATES OF APPOINTMENT: STARTING: ____/____/____ ENDING: ____/____/____
Month / Day / Year Month / Day Year

Is it possible that the department will renew or extend the appointment beyond this date ? _____

If so, please explain briefly the terms that will determine renewal or extension: _____

PLEASE NOTE: The DS-2019 form will be issued for up to one year at a time (exception: short term scholars), and can be extended for up to a five-year maximum stay.

EXCHANGE VISITOR'S CATEGORY FOR FAU VISIT: (check the box next to the statement that applies)

- SHORT TERM SCHOLAR: No minimum stay, 6 month maximum stay**
Professors, researchers, or scholars whose purpose at FAU is to lecture, observe, consult and/or participate in Seminars, workshops, conferences, study tours, professional meetings or similar educational and professional activities.
- PROFESSOR: (University Teaching and/or Research) 3 week minimum stay, 5 year continuous maximum stay**
An individual primarily teaching, lecturing, observing. The professor may also conduct research. **A new 2 year bar on repeat participation in the J professor or Research scholar categories will apply to those who complete their program participation before the 5 year maximum.**
- RESEARCH SCHOLAR: 3 week minimum stay, 5 year continuous maximum stay**
An individual primarily conducting research, observing or consulting in connection with research projects. Research Scholars may also teach or lecture. **A new 2 year bar on repeat participation in the J professor or Research scholar categories will apply to those who complete their program participation before the 5 year maximum.**
- SPECIALIST: 3 week minimum stay, 1 year maximum stay**
An individual who is expert in a field of specialized knowledge or skill, whose purpose will be to observe, consult or demonstrate special skills

FAU FUNDING INFORMATION

The funding information provided will appear on the Visa certificate (Form DS-2019) and will be a determining factor in whether a visa is actually issued

ON FLORIDA ATLANTIC UNIVERSITY SALARY (PAYCHECK BY FAU ?) _____

If yes, is the funding being provided by one or more u.s. government agencies to support this exchange visitor ? _____

If yes, is this person specifically named in grant ? (Please note: some funding may be limited to U.S.. citizens) _____

PLEASE INDICATE THE AGENCIES: _____

PLEASE LIST FAU ACCOUNT # _____ ACCOUNT END DATE (for grants only) ____/____/____

FUNDING AMOUNT US \$ _____ FOR _____ PERIOD OF TIME

AUTHORIZATIONS: All required signatures must be obtained before FORM DS-2019 will be prepared by ISSS

SPONSORING FACULTY MEMBER: _____ /____/____
(Signature) Date

CHAIR/DIRECTOR'S APPROVAL: _____
Print or Type Name Department Chair/Director (Signature)
() _____ /____/____
Telephone Number Date

DEAN'S APPROVAL: _____
Print or Type Name Dean (Signature)
() _____ /____/____
Telephone Number Date

NOTE. ANY PROPOSED CHANGES IN THE STATUS OR PROGRAM OF THIS VISITOR MUST BE REPORTED IN ADVANCE TO INTERNATIONAL STUDENT AND SCHOLAR SERVICES.

DEPARTMENTAL PRE-ARRIVAL.CHECKLIST FOR INVITING EXCHANGE VISITOR SCHOLARS ON FAU DS-2019

- ◇ Established necessary correspondence with the scholar
- ◇ Established that scholar is proficient in English
- ◇ Obtained current curriculum vita or resume from the scholar
- ◇ Established that necessary financial arrangements have been made for the scholar.
- ◇ Determined if scholar's family will accompany or follow to join him or her in the United States, and expected dates of arrival.

- ◇ Consulted with ISSS at FAU to determine that 'J-1' is the appropriate visa type for the prospective exchange visitor.
- ◇ Contacted ISSS with any questions regarding the DS-2019 application pack, or procedures and policies related to the J1 visa program at FAU
- ◇ Completed the DS-2019 request packet and returned to ISSS with all requested documents and necessary forms.

- ◇ Assigned a faculty counterpart who will assist the prospective scholar upon arrival and departure.
- ◇ Clarified scholar's expectations about the type of support the department will provide (e.g. secretarial help, equipment, etc.)
- ◇ Provided departmental information, activities and expectations of the scholar.
- ◇ Arranged for temporary housing (if possible), office space, transportation information, etc.

- ◇ Provided the scholar with information regarding local schools and immunization requirements if school age children will be joining the scholar (info available through ISSS)
- ◇ Informed the scholar to contact ISSS with questions/concerns regarding their stay in the United States
- ◇ Informed the scholar to wait for the DS-2019 before departing. The scholar should enter the United States with a J1 Visa.