

Division of Student Affairs ~ International Student and Scholar Services

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**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 iss@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.)