J-1 Exchange Visitor (EV) Scholar/Professor Checklist

**Process for Obtaining DS-2019 In 4 Easy Steps**

1. **Department** completes Exchange Visitor (EV) Request form and emails to ISSS and Human Resources (HR) three (3) months prior to EV’s visit.
2. ISSS sends information to EV about documents required for DS-2019. EV schedules English Proficiency exam, if applicable.
3. HR sends the endorsed appointment/invitation Letter to Sponsoring Department. ISSS recieves English Proficiency exam results and a copy of appointment/invitation letter.
4. ISSS produces DS-2019 and mails to EV.

**Departments to Submit to ISSS and HR**

- Complete [J-1 Exchange Visitor (EV) Scholar/Professor Department Request Form](#)
- Exchange Visitor CV
- If the EV is paid by Stevens, please contact HR directly.
- If EV is arriving later than original start date, submit [Request to Amend Program Date Form](#).

**Exchange Visitor to submit to ISSS**

- Completed [J-1 Exchange Visitor (EV) Application Form](#)
- Passport identification page for self and any dependents that accompany EV
- If already in the U.S., copies of previously issued DS-2019 or I-20 Forms and visa page for self and dependents, if any
- Financial Documentation with sufficient funds for the entire length of the program. See EV Qualification Requirements, item #3, page 2 of this form.
  - Fully funded by Stevens, as stipulated in the appointment/invitation letter
  - Partially funded by Stevens and partially funded from other resources
  - Funded fully by other resources (including personal funds)
  
  *Note: Financial support may consist of sponsorship letter from EV’s home institution, original or notarized copied bank statements/letter, US/foreign government sponsorship letters, home country employer, international organization, etc. All financial documents must be in the English language.*

- English Proficiency (See EV Qualification Requirements, item #2, page 2 of this form)
  - English Test Scores (A TOEFL/IELTS score)
  - Scholar Oral Proficiency Assessment (SOPA) [Request Form](#)

- Dependent accompanying or following to join at a later date, submit [Request for Dependent DS-2019 Form](#), and
  - Proof of relationship, translated into English (example: Marriage or birth certificate)
  - Proof of funding
Exchange Visitor (EV) Qualification Requirements

1. Participant has acquired a graduate level education (i.e. master’s or doctorate) or has a minimum of a bachelor’s degree with several years of experience in the field or area of research.

2. Participant must demonstrate "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, to successfully participate in an exchange visitor program and to function on a day-to-day basis." [22 U.S. Code of Federal Regulations 62.11(a)(2)]. A prospective EV can establish proficiency in English by either:
   a. Submitting a TOEFL/IELTS score, less than 2 years old from the date of submission that meets minimum score requirements; or
   b. Satisfactory completion of the Scholar Oral Proficiency Assessment (SOPA), administered by Stevens’ English Language Communications (ELC) department. See SOPA Request Form for more information.

3. Must possess sufficient funds for the entire length of the program. Minimum financial support amount per month in U.S. dollars:
   • Scholar: $1,750.00
   • Spouse: $500.00
   • Child: $400 (each)

4. Have health and accident insurance for the duration of the exchange program for him/herself and family members for the entire duration of the program. Coverage must meet the following minimum benefits:
   • Medical benefits of at least $100,000 per accident or illness
   • Repatriation of remains in the amount of $25,000
   • Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of $50,000
   • A deductible not to exceed $500 per accident or illness.

Processing Time

Department should submit request for sponsorship no later than three months before the expected program start date to avoid unnecessary delays in program participation. EV should submit all materials no later than two months before expected program start date. The visa application process can take 4-8 weeks or longer.

Once all documents have been received by ISSS and the English proficiency determined, ISSS will process a DS-2019 in 7 to 10 business days and mail it directly to the EV.

Restrictions

An EV may be required to comply with the 2 Year Home Residence Requirement if s/he receives funding from the U.S. government, home government or an international organization, or worked or studied in a field that appears on the "skills list." The skills list is a list of fields of specialized knowledge and skills that are needed in the exchange visitor’s country of last permanent residence. An EV may also become subject to the “two-year repeat participation bar” under the research scholar or professor categories. Please see the “Eligibility Requirements” section of the J-1 Scholars page on the ISSS website for further details.

EV Arrival to Stevens: Check-In Information/Mandatory Orientation

Exchange Visitor must attend a mandatory check-in and orientation with ISSS within 10 days of the start date listed on DS-2019. The documents required for check-in are the DS-2019 and passport with visa and entry stamp for both the EV and dependents, if any. The EV must submit to ISSS the Health Insurance Form and proof of insurance coverage prior to arrival in the U.S. ISSS is located in the Howe Center, 9th Floor. See map #19.