



EXCHANGE VISITOR (J-1) APPLICATION FORM

Request for Issuance of Form DS-2019 (Formerly IAP-66)
for International Faculty, Staff or Researcher

DEPARTMENT INFORMATION

Department: _____

Address: _____ Phone: _____

_____ Fax: _____

Dept. Contact: _____ Faculty Host: _____

To whom should OIP send the Form DS-2019? The Dept. Contact above The Exchange Visitor at address below

Other _____

UPS account number required if you want OIP to send forms via express service: _____

Has your department cleared this appointment with Human Resources and the Office of Equal Opportunity? Yes No

Certification: As faculty host, I accept responsibility for ensuring this form's accuracy, for ensuring that the Exchange Visitor checks in with OIP upon arrival, for assisting the Exchange Visitor in finding housing, and for reporting to OIP her/his termination or early departure.

Signature of Faculty Host

EXCHANGE VISITOR INFORMATION

Name: _____
Family / Last Name *Given / First Name* *Middle Name*

Date of Birth: _____ Gender: Female Male

City of Birth: _____ Country of Birth: _____

Country of Citizenship: _____ Country of Legal Permanent Residence: _____

Professional Position in Home Country: _____

The Employer is: Educational Institution Private Business Central Government State/Provincial Government City Government

Has the visitor been in the U.S. in J-1 status in the last 12 months? No Yes (If yes, please provide copies of all IAP-66 or DS-2019 forms.)

Address of Visitor: _____

Phone Number: _____

Please briefly describe the scholar's activity; mention the field in which the activity will take place (e.g. oceanography, art history, nutrition):

Address where the activity will take place: _____

Dates of Visit: *Begin* _____ *End* _____

Office of International Programs

5782 Winslow Hall, Room 100, Orono, ME, USA • (207) 581-3423 / Fax (207) 581-2920

FINANCIAL SUPPORT (For entire period stated above. Give name of agency, organization or government in blanks, if any):

<input type="checkbox"/> University of Maine	Amount in US\$ for period stated above:	\$ _____
<input type="checkbox"/> Personal Funds	Amount in US\$ for period stated above:	\$ _____
<input type="checkbox"/> U.S. Government Agency	_____	\$ _____
<input type="checkbox"/> International Organization	_____	\$ _____
<input type="checkbox"/> Foreign/Home Government	_____	\$ _____
<input type="checkbox"/> Other (specify)	_____	\$ _____
TOTAL for period of visit:		\$ _____

HEALTH INSURANCE: U.S. immigration regulations and UMaine policy require all J-1 Exchange Visitors to be covered by specific levels of insurance. How will this exchange visitor and her/his dependents (if any) be covered?

University of Maine* **Visitor's Own** **Other:** _____

** Please contact the University of Maine Benefits Office for more information about coverage for visitors.*

SUGGESTED CATEGORY

Please suggest an Exchange Visitor Category. Though OIP will make the final decision, your choice will assist us. Please see the attached *Exchange Visitor Application Information* sheet for definitions and more information.

<input type="checkbox"/> Short-Term Scholar (6 month maximum stay)	<input type="checkbox"/> Professor (3 year maximum stay)
<input type="checkbox"/> Research Scholar (3 year maximum stay)	<input type="checkbox"/> Specialist (12 month maximum stay)
<input type="checkbox"/> Non-degree student with a specific program of study (24 month maximum stay)	

DEPENDENTS

If a spouse and/or children will accompany the Exchange Visitor, please provide the information in the appropriate space below. A separate Form DS-2019 may be requested if dependents will join the Exchange Visitor after her/his arrival.

	<i>Dependent 1</i>	<i>Dependent 2</i>	<i>Dependent 3</i>	<i>Dependent 4</i>
Family Name:	_____	_____	_____	_____
First Name(s):	_____	_____	_____	_____
Date of Birth:	_____	_____	_____	_____
City of Birth:	_____	_____	_____	_____
Country of Birth:	_____	_____	_____	_____
Country of Citizenship:	_____	_____	_____	_____
.. of Permanent Residence:	_____	_____	_____	_____
Relationship:	_____	_____	_____	_____

For Office of International Programs Use Only

Purpose:

- Begin
- Extend
- Transfer
- Replace / Amend
- Family (____)
- Reinstatement

Category:

- Short-Term Scholar
- Research Scholar
- Professor
- Student
- Specialist

Position Code

Subject Code

Statement: _____

Database Sent on _____

Copy to HR Copy to Department

EXCHANGE VISITOR APPLICATION INFORMATION

The following information is required for issuing Form DS-2019 (formerly Form IAP-66), *Certificate of Eligibility for Exchange Visitor (J-1) Status*, to international (nonimmigrant) visitors who will be collaborating with University of Maine faculty as scholars, researchers, professors or specialists. **Please submit necessary documents** to the Office of International Programs (OIP), 100 Winslow Hall.

1. Exchange Visitor Application Form.
2. Copy of invitation letter from faculty host or department to the visitor. Include terms of payment (department salary, personal funding, etc.).
3. Visitor's C.V. or resume.
4. United States immigration law requires J-1 exchange visitors to have adequate health insurance coverage. The visitor may show proof of coverage from her/his home country, payable in the United States, OR may purchase coverage here. Depending on the length of stay and the type of appointment, it may be possible for the visitor to purchase University health coverage through the University Benefits Office. All dependents must have adequate health coverage also.
5. Financial support related to the visitor's stay must be equivalent to \$1500 per month or more. An additional \$400 per month must be documented for a dependent. If the department will not pay the visitor or will pay less than the necessary amount, the visitor must document the full or additional amounts. Documentation might include a letter from home employer guaranteeing income, a personal bank letter, grant award, etc.
6. Immigration documents are sent by U.S. mail. A department wishing faster service must provide an account number for payment of express service (i.e., UPS or Fedex. UPS is preferred).
7. OIP will process immigration documents within three days of receiving completed information. However, with mail time, consular processing of the visa and other factors, departments should expect a minimum of six weeks to get a visitor to campus.
8. The faculty host is responsible for providing office/lab space and helping the visitor locate housing.

IMPORTANT: Once the Exchange Visitor arrives at the University of Maine, it is essential that he or she makes an appointment to see the International Student & Scholar Advisor at OIP. Copies of documents will be made, which is required by regulation, and a brief orientation/overview of immigration responsibilities will be given.

Exchange Visitor (J-1) Category Definitions

Federal regulations define certain "categories" of eligibility for J-1 exchange visitor status. The Office of International Programs (OIP) has governmental approval to sponsor exchange visitors in the following categories: (1) **Short-term Scholar**, (2) **Research Scholar**, (3) **Professor**, (4) **Specialist**, and (5) **Student** (both degree and non-degree). The categories are defined below.

1. **Short-term Scholars** are defined as "scholars coming to the United States for a period of up to six months to lecture, observe, consult, and to participate in seminars, workshops, conferences, study tours, professional meetings, or similar types of educational and professional activities." [22 CFR 62.4] *No extensions beyond 6 months are permitted.*
2. **Research Scholars** are persons who are primarily engaged in research. They may also teach. *Research Scholars may participate in the exchange visitor program for up to three years. One extension of six months past the three-year period is possible without consulting the Department of State.* Extensions for a total of six years must be approved by DOS, and are virtually impossible to obtain.
3. **Professors** are persons who are primarily engaged in teaching. They may also engage in research. J-1 professors may not be appointed to tenure-track positions. *Professors are subject to the same length of stay and extension provisions as research scholars.*
4. **Specialists** are defined as "experts in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills." [22 CFR 62.4] *Specialists may participate in the exchange visitor program for no more than 12 months.*
5. **Non-degree exchange students.** In general, immigration documentation for incoming students is handled by OIP. However, this category can be used – in a limited fashion – for persons who are students in their own country and who are coming to participate in research or a University of Maine internship as long as there is a specified program of study. A program of study does not always include class work. Please consult with the International Student & Scholar Advisor at OIP for more information.



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Orono, ME 04469-5782 USA
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