

## J-1 EXCHANGE VISITOR INFORMATION SHEET

For issuance of Form DS-2019 by the Texas International Education Consortium (TIEC), the following information must be provided. For J-1 Exchange Visitors (EV) who will be transferring, include copies of their previous DS-2019 form(s), J-1 Visa, and I-94 Record. The requesting educational institution agrees to pay to TIEC a non-refundable fee of **\$495** for this service. A copy of the passport ID page is required with this form for all visitors and dependents.

Exchange Visitor will be a:  Research Scholar  Professor  Short-Term Scholar (< 6 months)  Student  Student Intern

\*A Research Scholar or Professor is eligible for a total of 5 years as a J-1. When the J-1 Research Scholar or Professor ends the J program, he may not return as a J-1 Research Scholar or Professor for 24 months.

\*A Short-Term Scholar can be here for a maximum of 6 months. This cannot be extended. However, the Short-Term Scholar can return to the U.S. in J status inside of 12 months of departure from U.S. This category is good for people who will be coming for multiple short visits.

Name: Family \_\_\_\_\_ First/Given \_\_\_\_\_ Middle \_\_\_\_\_

Permanent Address: \_\_\_\_\_ (Street/House/Apartment)  
 \_\_\_\_\_ (City/District/Country)  
 \_\_\_\_\_ (Postal Code)

Email Address: \_\_\_\_\_

Phone with country code: \_\_\_\_\_ Additional Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (use MM/DD/YY) Country of Citizenship \_\_\_\_\_

Place of Birth: City \_\_\_\_\_ Country \_\_\_\_\_ Country of Legal Residence \_\_\_\_\_

Has the EV visited America in the last 24 months? \_\_\_\_\_ If yes, on what visa? \_\_\_\_\_

Job or position in home country: \_\_\_\_\_

Exchange dates: From \_\_\_\_\_ to \_\_\_\_\_ (use MM/DD/YY)

Field of study or research: \_\_\_\_\_

Description of duties/research/teaching: \_\_\_\_\_

Direct supervisor: Name \_\_\_\_\_ Title/Dept. \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### Accompanying dependents' information

Name	Gender	Date of birth (MM/DD/YY)	City and country of birth	Country of Citizenship	Country of Legal Residence

*\*Visa processing can take 2-8 weeks depending on the country. Please consider this when deciding start dates.*

**Funding:** Describe how this exchange will be funded and provide proof of funding via letters of scholarship, offers, bank accounts, etc.

\* TIEC recommends \$1500 per month minimum to cover living expenses and an additional \$500 month/dependent

Host University \$ \_\_\_\_\_

Personal Funds \$ \_\_\_\_\_

Other source \$ \_\_\_\_\_ please list other sources \_\_\_\_\_

Total funds available \$ \_\_\_\_\_

Are any funds from the US Government? Y/N *If yes, which agency?* \_\_\_\_\_

**Host Institution Requesting DS2019**

University: \_\_\_\_\_ Department: \_\_\_\_\_

Official TIEC Campus

Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Who should we bill for this DS2019? \_\_\_\_\_

**Original DS-2019s will be mailed to the campus representative at the coordinating office at the host institution unless otherwise specified.**

**FedEx service is available for a \$60 fee. ( ) YES I would like this service. Please ensure we have correct shipping address.**

**Ship to:** \_\_\_\_\_

**PROOF OF ENGLISH PROFICIENCY**

Some acceptable methods of verifying that the exchange visitor has sufficient proficiency in English to participate in his or her program:

- Adequate scores on English proficiency tests such as IBT TOEFL, IELTS, and TOEIC, or scores on other standardized tests in English such as GRE and GMAT
- Interview(s) with the exchange visitor by faculty at the sponsoring institution who determine that the exchange visitor has sufficient English proficiency. The interview must be conducted either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option
- Signed documentation from an academic institution or English language school

The type of assessment that is used and the level of English proficiency that is considered sufficient will likely vary from exchange visitor to exchange visitor depending on the nature of the program undertaken in the U.S. (e.g., observation, research, and/or teaching). The exchange visitor must possess sufficient proficiency in the English language to successfully participate in his or her program and to function on a day-to-day basis.

**REQUIRED MINIMUM INSURANCE COVERAGE**

MINIMUM POLICY RATING (Must Comply With One)

Major Medical Coverage..... \$100,000

A.M. Best rating of "A-" or above;

Medical Evacuation..... \$50,000

Insurance Solvency International Ltd., rating of "A-"

Repatriation of Remains..... \$25,000

Standard and Poor's rating of "A-" or above

Maximum Deductible per Accident/illness..... \$500

Weiss Research, Inc. rating of "B+" or above

**\*\*All policies must fully comply with the Patient Protection and Affordable Care Act\*\***