**Form DS-2019 Certificate of Eligibility for Exchange Visitor (J-1)**

**Supplemental Information Sheet**

**DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Request Form (Exchange Visitor Form)**

**#7 – Highest Degree Received:** Exchange Visitor Participants must have completed the minimum of a bachelor’s degree to participate in an exchange visitor program.

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**DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Request Form (Host Department Form)**

**#4 – Planned dates of Program:** The exchange visitor can arrive in the United States no earlier than 30 days prior to the start date on their DS-2019. The exchange visitor cannot begin program activities until the start date listed on the DS-2019. The exchange visitor can stay in the U.S. up to 30 days after the end date on their DS-2019. They cannot participate in program activities after the end date on their DS-2019. The minimum program length is 1 day and the maximum program length is 5 years. If the exchange visitor is being paid by UNL they cannot begin employment until the start date on the DS-2019 and cannot continue employment after the end date on their DS-2019.

**#5 - Program dates should be reviewed carefully:** A request for an exchange visitor visit from 1 day to 6 months will be classified as a Short Term Scholar. Short-Term Scholar visits are limited to 6 months total. If there is any possibility that the visitor will extend their stay beyond 6 months please indicate this on the request form.

If the requested visit is for longer than six months or if there is any possibility that the visitor’s program may be extended the visitor will be classified as a Research Scholar or Professor.

If an exchange visitor’s program is longer than six months, in most cases, they will not be able to return to the U.S. for another exchange visitor program for at least 24 months.

**#8 – Funding Information:** Financial documentation for an exchange visitor is typically from the University of Nebraska – Lincoln (UNL), from a governmental source, from a sponsoring organization and/or from personal funds. All documentation must be in English. The funds may be listed in the home country currency.

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| **SOURCE OF FUNDING** | **DOCUMENTATION REQUIRED** |
| University of Nebraska – Lincoln | Provide a copy of the UNL offer letter |
| U.S. Government Agency | Provide a copy of the funding letter from the U.S. Government Agency |
| International Organization | Provide a copy of the funding letter from the International Organization |
| Exchange Visitor’s Government | Provide a copy of the funding letter from the Exchange Visitor’s Government |
| Home Institution | Provide a copy of the funding letter from the home institution (or proof that salary will be paid throughout the exchange visitor program) |
| Personal Funds | Provide a letter (in English) on financial institution letterhead and with a signature from the financial institution. Monthly bank statements are not acceptable funding documents. |
| Other | Provide a copy of financial documentation |

The current minimum amount of financial support that must be documented is:

* Exchange Visitor: $1,730 per month
* Spouse: $ 559 per month
* Child: $ 326 per month

**#9. U.S. Government Funding:**

The U.S. Department of State, which oversees the Exchange Visitor Program, requires information about the source of funds for exchange visitors. This question must be answered and typically is answered as “will not”. If you are receiving funds from a U.S. government agency or grant that specifically requires the funds to be used for international exchange (or to host an international participant) you should mark “will”.

**Reminders:**

* Typical processing time for a DS-2019 request is 2 weeks
* It is recommended that a request be submitted at least two months prior to the Exchange Visitor’s intended start date.
* Exchange Visitor may be employed during the dates of the program only, even though the individual may enter the U.S. up to 30 days in advance and may remain for up to 30 days after completion of the program.
* The Exchange Visitor must check in with the ISSO with their immigration documents (passport and DS-2019) at the Scholar Orientation on the Monday following arrival at UNL. Scholar Orientation is held every Monday at 4:00 p.m. at the ISSO. In the case of a Monday holiday, the Scholar Orientation is held on Tuesday at 4:00 p.m.
* If there is a delay in arrival, the ISSO needs to be notified to amend the program dates on the Form DS-2019.
* The hosting department must report the departure of the Exchange Visitor to the ISSO.
* All Exchange Visitors and their dependents are required by federal regulation to have health insurance with coverage for medical evacuation and repatriation of remains. Failure to obtain health insurance will result in the termination of the Exchange Visitor Program. **PLEASE NOTE: UNL’s Employee Insurance plan DOES NOT meet the medical evacuation and repatriation of remains requirements of the federal regulations. A separate policy to meet these requirements must be purchased if the exchange visitor is on the UNL Employee Insurance.**

Insurance requirements are:

* + 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; and
	+ A deductible not to exceed $500 per accident or illness

An insurance policy secured to fulfill the requirements of this section:

* May require a waiting period for pre-existing conditions with is reasonable as determined by current industry standards;
* May include provision for co-insurance under the terms of which the exchange visitor may be required to pay up to 25% of the covered benefit per accident or illness; and
* Shall not unreasonably exclude coverage for perils inherent to the activities of the exchange program in which the exchange visitor participates.

Any insurance policy secured to fulfill the above requirements must be underwritten by an insurance corporation having an A.M. Best rating of “A” or above, an insurance Solvency International, Ltd. (ISI) rating of “A-i” or above, a Standard & Poor’s Claims-paying Ability rating of “A” or above, a Weiss Research, Inc. rating of “B+” or above or such other rating services as the Agency may from time to time specify. Insurance coverage backed by the full faith and credit of the government of the exchange visitor’s home country shall be deemed to meet this requirement.