

## REQUEST FOR A CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR (J-1) STATUS (FORM DS-2019):

### PROFESSORS, RESEARCH SCHOLARS, SHORT-TERM SCHOLARS, AND SPECIALISTS

The Global Engagement Office (GEO) administers Creighton University's Exchange Visitor Program. **Only the Responsible Officer (RO) and the Alternate Responsible Officer (ARO) may sign the Form DS-2019**, and are responsible to safeguard all forms issued to the sponsor by the Department of State. All matters pertaining to the Program must be brought to the attention of the Global Engagement Office (GEO) at [GEOScholars@creighton.edu](mailto:GEOScholars@creighton.edu) or (402) 280-2221.

**INSTRUCTIONS:** ALL areas of this form must be completed before submission to the Global Engagement Office (GEO) to avoid delays in processing. It is the responsibility of the sponsoring department to obtain the needed information and signatures required by Federal regulation in order for Creighton University to issue the needed documentation for visa application. Choosing the wrong category can create problems, preventing the scholar from being able to change plans and remain at Creighton University longer, transfer to another U.S. institution, or even affecting the scholar's ability to return to the US again on the J-1 visa.

**Section A** may be filled out by the appointee if desired. However, the appointing department at Creighton University is responsible for obtaining this information.

**Section B** must be filled out by the appointing department at Creighton University.

**TIMELINE:** Because each J-1 exchange visitor's plan is unique, sufficient time is needed to review materials and exchange information so the visitor can apply for the right visa. Visa applications require in-person interviews at the US Embassy in the country of origin, and waiting periods for appointments vary, with delays as long as one month. In addition, due to the number of applications the GEO must process, the following timeline should be followed:

<b>14 weeks before desired arrival:</b>	Consult the GEO about the possibility of inviting an exchange scholar to determine if appointee is eligible and the category of appointment. <b>Please consult the GEO before sending a letter of invitation to an appointee in order to not jeopardize the appointee's ability to obtain the right visa</b>
<b>13 weeks before desired arrival:</b>	Sponsoring Department sends the following to GEO <ul style="list-style-type: none"> <li><input type="checkbox"/> DRAFT letter of invitation</li> <li><input type="checkbox"/> Appointee's CV or Résumé</li> <li><input type="checkbox"/> Copy of photo page of appointee's passport (and of any dependents coming to the US)</li> <li><input type="checkbox"/> Documents providing evidence of financial support from sources other than Creighton University (bank statements, home institution or government letter of support, sponsor documents, etc.)</li> <li><input type="checkbox"/> Copy of English language proficiency examination (TOEFL or IELTS) or interview assessment</li> </ul>
<b>13 weeks before desired arrival:</b>	<ul style="list-style-type: none"> <li>• GEO consults Human Resources (if applicable) and Export Control review; Consults Sponsoring Department if clarification(s) needed.</li> </ul>
<b>12 weeks before desired arrival:</b>	<ul style="list-style-type: none"> <li>• GEO issues DS-2019 and mails appointee instructions for SEVIS Fee payment for visa application.</li> <li>• GEO assembles packet and sends to Sponsoring Department.</li> </ul>
<b>11 weeks before desired arrival:</b>	<ul style="list-style-type: none"> <li>• Sponsoring Department sends appointee packet via courier service.</li> <li>• Appointee pays SEVIS Fee and requests visa appointment at US Embassy in home country.</li> </ul>
<b>Between 11 weeks and desired arrival</b>	<ul style="list-style-type: none"> <li>• Appointee informs Sponsoring Department when visa has been obtained and of any change in start date.</li> <li>• Sponsoring Department notifies GEO that visa has been obtained and of any delay in start date so a deferral can be entered in SEVIS.</li> </ul>
<b>Arrival at Creighton University</b>	Appointee must visit the Global Engagement Office for <b>mandatory orientation</b> . <ul style="list-style-type: none"> <li>• Provide passport for photocopying</li> <li>• Provide address in the US</li> <li>• Provide verification of health insurance or obtain insurance through the GEO.</li> <li>• Provide accompanying dependents' contact information.</li> </ul>
<b>Any time during stay:</b>	Department must inform GEO of any changes in program (i.e. change to different location; program extension, program termination). Appointee must inform the GEO of: <ul style="list-style-type: none"> <li>• Change in address</li> <li>• Change in program (i.e. change to site of activity, extensions)</li> <li>• Travel outside the US (for self or dependents)</li> <li>• Transfer to another institution</li> <li>• Leaving program early/terminating program</li> </ul>



**Dependent Information** Complete this section only if the appointee wishes to bring a spouse or child(ren) to the U.S. If no dependents will be coming to the U.S., leave this section blank. Attach a copy of the passport page of each dependent.\*

Name (Last, First, Middle)	Date of Birth DD/MM/YYYY	City and Country of Birth	Citizenship	Country of Legal Residence	Relationship to Appointee
e-mail:**		City: Country:			<input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter
e-mail:**		City: Country:			<input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter
e-mail:**		City: Country:			<input type="checkbox"/> Spouse <input type="checkbox"/> Son <input type="checkbox"/> Daughter

\*Add a page with additional names if necessary.

\*\*Each dependent must have an e-mail address per DOS requirements.

## SECTION B: APPOINTMENT INFORMATION (must be filled out by hosting department)

**Category of Appointment** (choose only one of the following categories for which Creighton University has been approved by the U.S. Department of State according to the corresponding descriptions)

Category	Description
<input type="checkbox"/> Research Scholar	An individual primarily conducting research, observing, or consulting in connection with a research project. May also teach or lecture unless disallowed by the sponsor.
<input type="checkbox"/> Short-Term Scholar	A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training or demonstrating special skills
<input type="checkbox"/> Professor	An individual primarily teaching, lecturing, observing, or consulting. A professor may also conduct research unless disallowed by the sponsor.
<input type="checkbox"/> Specialist	An individual who is an expert in a field of specialized knowledge or skill coming to the U.S. for observing, consulting, or demonstrating special skills.

**Dates of Appointment**

**Appointing Department:**

<b>From:</b>			<b>To:</b>			
Month	Day	Year	Month	Day	Year	

<b>Supervisor of Appointee:</b>	<b>Extension:</b>	<b>E-mail Address:</b>
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<b>Title of Position to be Held by Appointee at Creighton University:</b>	<b>Field of Specialization in Which Appointee Will Work:</b>
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**Nature of research and /or activities in which the appointee will participate** (a detailed description is needed for SEVIS):

**List all the sites [locations] where research and/or activities will take place:**

**Method of Determining Sufficient English Language Proficiency**

Federal regulations require sponsors to establish and utilize a method to screen and select prospective exchange visitors to ensure they are eligible for program participation. This includes a determination of whether "the exchange visitor possesses sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency... A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through documented interview..." 22 CFR 62.10(a) [1]

Please select the method used to determine English Language Proficiency\*

<input type="checkbox"/> TOEFL – score of _____ <input type="checkbox"/> IELTS – Band score of _____ <input type="checkbox"/> Cambridge English Language Assessment – Level _____ <input type="checkbox"/> College English Test (China) – Score _____ <input type="checkbox"/> Other – Name of Assessment _____ Score _____	Standard Test used for Specialized Admission: <input type="checkbox"/> GRE <input type="checkbox"/> L-SAT <input type="checkbox"/> Interview (interview schedule and rubric must be attached)
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\*Please attach copy of official certificate documenting the English language test score, standardized admission test or interview questions.

**Documentation of Financial Support**

Please complete the following as appropriate. Attach pertinent appointment or award letters giving the total financial support to be provided to the visitor for the entire period covered by the DS-2019. For funding sources other than Creighton University, please provide evidence of support (bank statements, etc.) Original documents must be in the GEO **before the DS-2019 can be issued.**

<b>Amount*</b>	<b>Source Description</b>	<b>Person/Office Responsible</b>
\$	Creighton Department/School:	
\$	U.S. Government Agency:	
\$	Appointee's Government:	
\$	Appointee's Personal Funds	
\$	Other:	

\*Total amount must be equivalent or exceed US \$1,800.00 per month for the J-1 scholar, \$500.00 per month for spouse, and \$250.00 per month for each child.

**NOTE: HEALTH INSURANCE INFORMATION**

Effective May 15, 2015, Federal regulations require the following insurance rates for J-1 exchange visitors: Medical benefits \$100,000; repatriation of remains \$25,000; Medical evacuation \$50,000; deductible per accident or illness \$500. The new rule also adds the following regarding the insurance requirement: "Sponsors must inform all exchange visitors that they, and any accompanying spouse and dependent(s), also may be subject to the requirements of the Affordable Care Act." [22 CFR 62.14(a)]

If proof of such coverage cannot be provided, the appointee or the sponsoring department will be required to enroll in Creighton's international health insurance plan. If the appointee fails to maintain insurance coverage as described above or misrepresents such coverage, he/she will be in violation of U.S. government regulations and her/his program may be terminated.

**APPROVAL SIGNATURES**

In requesting a DS-2019 and agreeing to host a Visiting Exchange (J-1) Scholar, the host / sponsoring department and faculty assume responsibility for ensuring that:

- Will not make copies of the DS-2019 available to any entity, including the J-1 visiting scholar without prior clearance from the Global Engagement Office (GEO)
- The proposed J-1 program is not for a tenure-track or tenured faculty appointment.
- The J-1 Visitor has sufficient English proficiency to participate fully in the proposed J program and function on a day-to-day basis.
- The J-1 visitor has at least a bachelor's degree (or equivalent) and the experience required to fulfill the objectives of the proposed J-1 program;
- The department will provide the J-1 visitor with the office space and other needed support during the J-1 program.
- The host department's supervising will be physically present and maintain regular contact with the J-1 visitor for the duration of the J-1 program to ensure the goals of the proposed program are met.

We hereby certify that the above is true and agree to (1) notify the GEO of the appointee's arrival or inability to participate in the program, (2) present proof of the appointee's enrollment in a health insurance plan that meets the federal law or enroll in Creighton's international group plan, (3) consult with the GEO before making any changes in the appointee's status as outlined in the attached document.

Name Inviting Supervisor	Signature	Date
Name of Department Chairperson	Signature	Date
Name of Dean	Signature	Date

**Please print completed form, sign, scan and e-mail to:**

**[GEOScholars@creighton.edu](mailto:GEOScholars@creighton.edu)**

Global Engagement Office  
Creighton Hall Suite 324  
Creighton University