



## 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 \$545 plus \$100 per additional dependent** for this service.

A copy of the **passport ID page** is required with this form for **all visitors and dependents**.

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### Exchange Visitor Category

**Exchange Visitor will be a (please choose only one):**

- Research Scholar       Professor       Short-Term Scholar  
 Student (Bachelors)     Student (Associate)     Student (Masters)     Student (Doctorate)  
 Student Intern       Student, Non-Degree-Seeking

A quick comparison of all J-1 exchange visitor program categories, including maximum program duration and repeat participation requirements, may be found on the U.S. Department of State's *BridgeUSA* website, here: <https://j1visa.state.gov/wp-content/uploads/2017/06/Exchange-Visitor-Program-Category-Requirements.pdf>

For the Professor / Research Scholar categories, please note that the exchange visitor may not return on a J visa for 24 months after the program ends regardless of the 212(e) waiver.

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### Exchange Visitor Information

**Name:** Family \_\_\_\_\_ Given \_\_\_\_\_ Middle \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ (MM/DD/YY)

**Place of Birth:** City \_\_\_\_\_ Country \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_ **Country of Legal Permanent Residence:** \_\_\_\_\_

**Permanent Address:**

\_\_\_\_\_  
Street, House, Apartment

\_\_\_\_\_  
City, State/Province

\_\_\_\_\_  
Country, Postal Code

**Phone with Country Code:** \_\_\_\_\_ **Additional Phone:** \_\_\_\_\_



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

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

**Job or position in home country:**

- Student (undergraduate)
- Student (graduate)
- University teaching staff including researchers
- Other (please specify): \_\_\_\_\_

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## Exchange Visitor Program Details

**Exchange dates\*:**

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ (MM/DD/YYYY)

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

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

Direct supervisor: Name \_\_\_\_\_

Title/Dept. \_\_\_\_\_

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

*\* Applications submitted to TIEC within 45 days of the proposed program start date will incur an additional expedited fee and cannot be accepted if submitted within 35 days before the program start date. Visa processing can take 2 - 8 weeks depending on the country and cannot be approved after the program start date has passed.*

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## Accompanying Dependents' Information

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



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## Copy of Passport(s)

Submit the passport of the exchange visitor and any accompanying dependents. The validity of the passport should last at least 6 months beyond the end of the exchange program.

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## Proof of Funding

Describe how this exchange will be funded and provide proof of funding via letters of scholarship, offers, bank accounts, etc. **TIEC recommends \$1,800 per month minimum to cover living expenses and an additional \$500 per month per dependent.**

Host university \$ \_\_\_\_\_

Personal funds\* \$ \_\_\_\_\_

Other source \$ \_\_\_\_\_ Name(s) of other sources: \_\_\_\_\_

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

**Are any funds from the U.S. Government?**  Yes /  No

If yes, which agency? \_\_\_\_\_

\* Student exchange visitors must prove that their funding comes primarily from sources other than personal or family funds.

\*\* If the exchange visitor will be offered employment as part of their program, the offer letter must be submitted and approved by TIEC before the exchange visitor may accept the position. The offer letter should include the exchange visitor's hours, start and end dates of employment, job responsibilities, address of site if different from the university campus, and salary. Additional regulations for employment are applicable to [students seeking employment](#). Additionally, the hosting institution must confirm that any employment offered:

- Is under the supervision of the hosting university,
- is directly related to the objectives of the exchange visitor program, and
- is incidental to the primary program activities.

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## Invitation Letter

Along with this form, we also ask for the invitation letter, on your institution's letterhead, addressed to the prospective EV from the inviting department and includes:

- the description of the program, research, work, or field of study,
- the description of costs likely to be incurred by the visitor in the U.S. (e.g., housing, transportation, health insurance),
- the program start and end dates, and
- the total amount and source of funding if your institution financially sponsors or pays the visitor.

Note that the original letter should be mailed to the scholar/student as it will be required for a visa application.



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## CV

The CV should reflect the exchange visitor's qualifications for the field of research, work, and/or field of study of their program.

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## Proof of English Proficiency

As per [Section 62.10](#) of the Code of Federal Regulations, Title 22, 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**. As part of the application process, please submit at least one of the following:

- 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.
- A letter signed by the direct supervisor of the exchange visitor and approved by the designated campus representative which confirms 1) that interview(s) with the exchange visitor by faculty at the sponsoring institution determined that the exchange visitor has sufficient English proficiency, and 2) that the interview was conducted either in-person, videoconferencing, or by telephone if videoconferencing was 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).

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## Health Insurance

Evidence of insurance must be submitted no later than 25 days after the start of the program date on the exchange visitor's DS-2019. As per [Section 62.14](#) of the Code of Federal Regulations, Title 22, program participants and their dependents are required to have medical insurance coverage with the following minimum benefits:

### REQUIRED MINIMUM INSURANCE COVERAGE

- + Medical Coverage: \$100,000
- + Medical Evacuation: \$50,000
- + Repatriation of Remains: \$25,000
- + Maximum Deductible per Accident/illness: \$500

### MINIMUM POLICY RATING (must comply with at least one)

- + A.M. Best rating of "A-" or above;
- + McGraw Hill Financial / Standard and Poor's Claims-paying Ability rating of "A-" or above
- + Weiss Research, Inc. rating of "B+" or above
- + Fitch Ratings, Inc. rating of "A-" or above
- + Moody's Investor Services of "A3" or above

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

This is an important requirement of the exchange program, as failure to obtain and maintain health insurance is grounds for early termination of the exchange program.



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## Annual Maintenance Fees

Beginning July 1, 2022, TIEC is instituting a new service fees to meet the demands of maintaining the J visa sponsorship program, including a fee of \$250 annually beyond the initial 12 months. Further details of sponsorship fees may be found on TIEC's website: <https://www.tiec.org/jvisa>.

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## Host University (to be filled out by the designated campus representative)

**Host Institution Requesting DS-2019 University:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Name of Exchange Visitor's Primary Supervisor/Counselor:** \_\_\_\_\_

**Designated Campus Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**To which department should we send the invoice for this DS-2019?**

Name/Title: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

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## Delivery of DS-2019 and Pre-Arrival Packet

Original DS-2019s will be mailed by U.S. post to the designated campus representative at the coordinating office at the host institution unless otherwise specified.

- Mail directly to exchange visitor by FedEx (\$60)
- Mail to host institution by FedEx (\$60)
- Mail to host institution by U.S. post (no additional fee)

Shipping Address:

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