





**UNIVERSITY SYSTEM  
OF GEORGIA**  
International Education

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J-1 Exchange Visitor Program  
DS-2019 Request Form

*PLEASE COMPLETE THE FOLLOWING*

USG host institution: \_\_\_\_\_

USG host institution mailing address: \_\_\_\_\_

\_\_\_\_\_

Host institution Exchange Visitor supervisor's name: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

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

Visitor's full legal name (exactly as it appears in passport: attach copy of passport):

Surname/family name: \_\_\_\_\_

Given name/first name: \_\_\_\_\_

Middle name: \_\_\_\_\_

(suffix, if any; ie, junior, II, III, etc): \_\_\_\_\_

DOB: \_\_\_\_\_ (mm/dd/year)

Male  Female

Birth place (city & country): \_\_\_\_\_

Citizen of (country): \_\_\_\_\_

Legal permanent resident of (country): \_\_\_\_\_

Position in home country (student, faculty, etc.): \_\_\_\_\_

Employer (or name of university): \_\_\_\_\_



**EXCHANGE VISITOR FUNDING SOURCE(S):** The funding minimum per month is \$1830 (exchange visitors), \$640 (spouse), and \$320 (dependent) for this Exchange Visitor will be provided by (please check all that apply)

A. University System of Georgia institution\*

Amount of funding: \_\_\_\_\_

Funds provided by (dept./college): \_\_\_\_\_

Source of funding (grant/agency): \_\_\_\_\_

**\*NOTE: If the visitor will engage in teaching/lecturing where wages or other remuneration are involved, please provide a letter from the visitor's department head or supervisor recommending the exchange visitor's activity and explain how it will enhance the exchange visitor's program. The department head or supervisor must also provide a letter setting forth the terms and conditions of the offer to lecture or consult, including the duration, number of hours, field/subject, amount of compensation, and description of the exchange visitor's activity.**

B. A U.S. government agency (direct award to the Exchange Visitor)

Amount of funding: \_\_\_\_\_

Source of funding (name of agency): \_\_\_\_\_

C. The Exchange Visitor's home government

Amount of funding: \_\_\_\_\_

D. A binational commission of the visitor's home country

Amount of funding: \_\_\_\_\_

E. Another organization providing support

Amount of funding: \_\_\_\_\_

Source of funding (name of organization): \_\_\_\_\_

F. Personal funds\*\*

Amount of funding: \_\_\_\_\_

**\*\*NOTE: Evidence of personal funding must be provided by the Exchange Visitor in the form of a bank certification or statement indicating availability of funds.**

**ENGLISH PROFICIENCY:** Department of State regulations mandate that the Exchange Visitor possess sufficient proficiency in the English language to participate in his or her program. English proficiency has been verified in the following way (please check all that apply):

Phone Conversation     Personal Interview     TOEFL Score     Approved USG English Proficiency Exam     Native Speaker Language

**MANDATORY HEALTH INSURANCE:** The insurance coverage for the Exchange Visitor (and any accompanying spouse or dependent) must be valid for the entire duration of the exchange program. Minimum coverage shall provide medical benefits of at least \$100,000 per accident or illness; repatriation of remains in the amount of \$25,000; medical evacuation to the Exchange Visitor's home country in the amount of \$50,000; and a deductible that does not exceed \$500 per accident or illness.

*\*PGH Global Insurance offered through USG is recommended for those who did not bring insurance with them.*

**SPONSOR VERIFICATION:** As the Department Sponsor of this Exchange Visitor, I hereby attest that the information provided in this application is correct to the best of my knowledge. I further confirm that I and my institution will fulfill all responsibilities associated with hosting this Exchange Visitor, including providing pre- arrival and orientation information to the Exchange Visitor participant as well as information about mandatory health insurance; offering cross-cultural experiences for the purpose of sharing language, culture, or history of the Exchange Visitor's home country; providing adequate support services to the Exchange Visitor; and appropriately monitoring the Exchange Visitor.

School International Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Please return this completed form to:

Tammy Rosner, BOARD OF  
REGENTS  
270 WASHINGTON ST. SW  
ATLANTA GA 30334-8600  
PHONE: 404-962-3061  
FAX: 404-962-3116  
EMAIL:  
[tammy.rosner@usg.edu](mailto:tammy.rosner@usg.edu)

**DEPENDENTS:** (please check the appropriate category):

Exchange Visitor will not bring dependents.

Dependent(s) will be joining the Exchange Visitor at a later date.\*

Dependent(s) will travel with the Exchange Visitor.\*

**\*Dependent information:**

Surname/family name: \_\_\_\_\_

Given name/first name: \_\_\_\_\_

Middle name: \_\_\_\_\_

(Suffix, if any; ie, junior, II, III, etc): \_\_\_\_\_ Date of Birth: \_\_\_\_\_(mm/dd/yyyy)

Male  Female Relationship to Exchange Visitor: \_\_\_\_\_

Birth Place (city & country): \_\_\_\_\_

Citizen of (country): \_\_\_\_\_ Legal permanent resident of (country): \_\_\_\_\_

**\*Dependent information:**

Surname/family name: \_\_\_\_\_

Given name/first name: \_\_\_\_\_

Middle name: \_\_\_\_\_

(Suffix, if any; ie, junior, II, III, etc): \_\_\_\_\_ Date of Birth: \_\_\_\_\_(mm/dd/yyyy)

Male  Female Relationship to Exchange Visitor: \_\_\_\_\_

Birth Place (city & country): \_\_\_\_\_

Citizen of (country): \_\_\_\_\_ Legal permanent resident of (country): \_\_\_\_\_

**\*Dependent information:**

Surname/family name: \_\_\_\_\_

Given name/first name: \_\_\_\_\_

Middle name: \_\_\_\_\_

(Suffix, if any; ie, junior, II, III, etc): \_\_\_\_\_ Date of Birth: \_\_\_\_\_(mm/dd/yyyy)

Male  Female Relationship to Exchange Visitor: \_\_\_\_\_

Birth Place (city & country): \_\_\_\_\_

Citizen of (country): \_\_\_\_\_ Legal permanent resident of (country): \_\_\_\_\_



**BOARD OF REGENTS OF  
THE UNIVERSITY SYSTEM OF GEORGIA**

**J-1 Fact Sheet for Inviting Institutions and Visiting Scholars**

The responsible officers for the University System of Georgia's (USG) J-visa program are at International Education (IE). The regulations that IE responsible officers and USG must follow for the J program are at 22 CFR 62. Additionally, there are university policies and procedures that further clarify how USG follows those regulations. Policies and procedures may differ among designated sponsors.

**Restrictions associated with the J visa:**

-The J visa program should be used only for collaborative and/or supervised research. Independent research programs should be carried out under a B visa.

-The J visa program cannot be used for any tenure-track, permanent, or regular employment positions. It is appropriate for short-term, temporary research and/or teaching positions, such as post-docs or visiting instructors.

-The Research Scholar category can be issued or extended up to a maximum of 5 years, including time spent in J1 status at any other institution immediately prior to the USG sponsorship.

-The Short-term Scholar category can be extended up to a maximum of 6 months. IE generally chooses this category for any stay of 6 months or less, unless otherwise instructed by the inviting department.

-After completing any length of time in the Research Scholar category, at any institution in the U.S., J visa sponsors are not permitted to issue another DS-2019 for this category for 2 years.

-The above two-year bar also applies to J2 dependents of those in the Research Scholar category.

-Change of status inside the U.S. from J1 to F1 status is most often not possible.

-Those wishing to fulfill a full-time degree program should obtain a F1 visa, rather than the J1.

-Family members in J2 status are not permitted to remain in the U.S. once the J1 researcher has ended their program and exited the U.S.

-Visitors in J1 status may become subject to the two-year home residence requirement (212e) due to their home or U.S. government funding for their visit or due to the skills set list-  
<https://travel.state.gov/content/visas/en/study-exchange/exchange/exchange-visitor-skills-list.html>.

-According to federal regulations, the J1 visa status of any visitor must be terminated for failure to maintain required insurance or misrepresentation of insurance coverage, failure to report a change of residential address within 10 days, or failure to pursue proposed activities.

-Hosting institutions are responsible for reporting to IE any research or teaching program changes, changes in the visitor's site of activity, concerns about the visitor or their family's health or welfare, or any potentially embarrassing situations associated with a visitor.