Welcome to the *J-1 Visiting Scholar Form DS-2019 Request* in Cystart

When should you use this Cystart request?

Complete this request to bring a future Visiting Scholar as an Exchange Visitor in J-1 non-immigrant status after he/she has been approved by the Provost's Office.

Overview of *J-1 Visiting Scholar Form DS-2019 Request*

Nine e-forms in the application:

(1) Eligibility for Form DS-2019
(2) English Proficiency Verification
(3) Personal and Academic Information
(4) U.S. Immigration History
(5) Dependents (Spouse / Children)
(6) Personal Financial Support
(7) ISU Financial Support
(8) Program Information
(9) Departmental Compliance Certification for J-1 Visiting Scholar

VISITING SCHOLARS COMPLETE THESE FIVE E-FORMS AFTER YOU HAVE GIVEN THEM ACCESS TO E-FORM #2

Recommendations for Completing this Request:

Step 1
Complete required actions in e-forms (1) and (2), noting that all e-forms for the Visiting Scholar will route together when (2) is routed.

Step 2
After receiving confirmation of the Visiting Scholar's English proficiency, complete e-forms (7) and (8).

Step 3
Once all prior e-forms are submitted, the (9) Departmental Compliance Certification e-form will unlock for you to complete and route to the department chair or unit director.

Completion and Routing for each e-form

Screen shots may look slightly different from the actual e-forms. The down triangle in a field [▼] indicates a drop-down menu. In the interest of space, we have not included all the options in the drop-down fields in this overview.

- **(1) Eligibility for Form DS-2019 – Step 1**

  - o Cystart User coordinating the request provides their contact information and enters contact information for the person to whom the Eligibility e-form should be routed—Administrative Host Support, Administrative Host, Individual Host , College/Unit Designee, Department Admin, HRC—to confirm the eligibility of the Visiting Scholar.

(1) Eligibility for Form DS-2019

MAIN PAGE | TEMP826671 | RON WEASLEY

(*) *Information Required*

Purpose of the "Eligibility for Form DS-2019" E-Form

Confirm eligibility for an **approved Visiting Scholar** to participate in an exchange program offered by BridgeUSA, administered by the U.S. Department of State's Bureau of Educational and Cultural Affairs. Form DS-2019 is issued by the ISSO on behalf of the U.S. Department of State and is required for the Visiting Scholar to secure a J-1 visa for entry to the United States.

Complete this request **after** obtaining approval from the Office of the Senior Vice President and Provost (SVPP) to host a visiting scholar.

Person Coordinating this J-1 Visiting Scholar Form DS-2019 Request

CLIENT RECORD: RON WEASLEY | TEMP826671

Full name*

ISU Position*

Phone number*

999-999-9999

E-mail*

Potential Visiting Scholar Information

Full Name*

Date of Birth*

MM/DD/YYYY

Confirmation Visiting Scholar Request Approved

Visiting Scholar Request form approved in Youth Program and Volunteer Registration System*

○ Yes   ○ No

Export Control Worksheet reviewed and uploaded to the Youth Program and Volunteer Registration System*

○ Yes   ○ No

Visiting Scholar Agreement form accepted by the Visiting Scholar in the Youth Program and Volunteer Registration System*

○ Yes   ○ No

Routing to a Third Party: Compliance with J-1 Exchange Visitor Requirements

Role*

Full name*

ISU e-mail*

Re-type ISU e-mail*

| Save Defaults | Save Draft | Submit |

- **(1) Eligibility for Form DS-2019 – Step 2**

  - o The person designated to confirm the eligibility of the Visiting Scholar receives an email from issoscholar@iastate.edu with instructions to complete the Eligibility for Form DS-2019 e-form. Once there, he/she will be asked to confirm the following three items:

    - ☐ Visiting Scholar has earned at least a bachelor's degree. *
    - ☐ ISU activity will not include clinical patient care or contact. *
    - ☐ I understand ISSO must verify each visiting scholar demonstrates sufficient proficiency in the English language to successfully participate in his or her program activity and to function on a day-to-day basis, per U.S. Department of State regulations. *

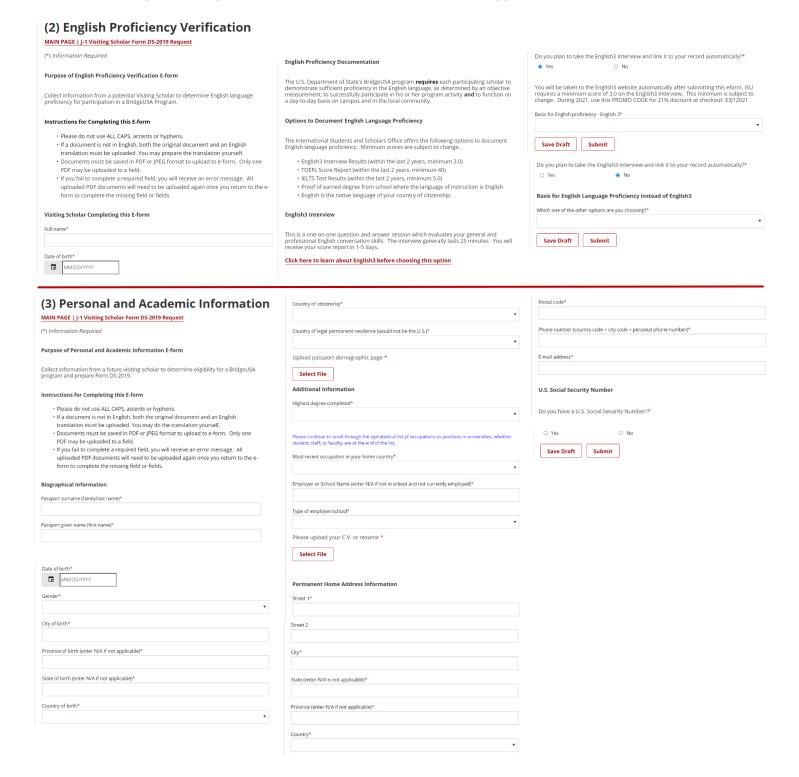- *J-1 Visiting Scholar e-forms (2) through (6)*

  o Cystart User coordinating the request opens the (2) English Proficiency Verification and clicks on "GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION" to route it and the next four e-forms to the Visiting Scholar to complete.

(2) English Proficiency Verification

MAIN PAGE | TEMP826671 | RON WEASLEY

➡ **GIVE THE CLIENT ACCESS TO COMPLETE THIS SECTION**

  o Visiting Scholar receives an email from isso@iastate.edu with instructions to complete the e-forms: (2) English Proficiency Verification, (3) Personal and Academic Information, (4) U.S. Immigration History, (5) Dependents (Spouse / Children), and (6) Personal Financial Support.

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(2) English Proficiency Verification

MAIN PAGE | J-1 Visiting Scholar Form DS-2019 Request

(*) Information Required

Purpose of English Proficiency Verification E-form

Collect information from a potential Visiting Scholar to determine English language proficiency for participation in a BridgeUSA Program.

Instructions for Completing this E-form

- Please do not use ALL CAPS, accents or hyphens.
- If a document is not in English, both the original document and an English translation must be uploaded. You may prepare the translation yourself.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

Visiting Scholar Completing this E-form

Full name*

Date of birth*

📅 MM/DD/YYYY

English Proficiency Documentation

The U.S. Department of State's BridgeUSA program **requires** each participating scholar to demonstrate sufficient proficiency in the English language, as determined by an objective measurement, to successfully participate in his or her program activity **and** to function on a day-to-day basis on campus and in the local community.

Options to Document English Language Proficiency

The International Students and Scholars Office offers the following options to document English language proficiency. Minimum scores are subject to change.

- English3 Interview Results (within the last 2 years, minimum 3.0)
- TOEFL Score Report (within the last 2 years, minimum 40)
- IELTS Test Results (within the last 2 years, minimum 5.0)
- Proof of earned degree from school where the language of instruction is English
- English is the native language of your country of citizenship

English3 Interview

This is a one-on-one question and answer session which evaluates your general and professional English conversation skills. The interview generally lasts 25 minutes. You will receive your score report in 1-5 days.

Click here to learn about English3 before choosing this option

Do you plan to take the English3 Interview and link it to your record automatically?*
◉ Yes   ○ No

You will be taken to the English3 website automatically after submitting this eform. ISU requires a minimum score of 3.0 on the English3 Interview. This minimum is subject to change. During 2021, use this PROMO CODE for 21% discount at checkout: E3J12021

Basis for English proficiency - English 3*

[Save Draft] [Submit]

Do you plan to take the English3 Interview and link it to your record automatically?*
○ Yes   ◉ No

Basis for English Language Proficiency instead of English3

Which one of the other options are you choosing?*

[Save Draft] [Submit]

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(3) Personal and Academic Information

MAIN PAGE | J-1 Visiting Scholar Form DS-2019 Request

(*) Information Required

Purpose of Personal and Academic Information E-form

Collect information from a future visiting scholar to determine eligibility for a BridgeUSA program and prepare Form DS-2019.

Instructions for Completing this E-form

- Please do not use ALL CAPS, accents or hyphens.
- If a document is not in English, both the original document and an English translation must be uploaded. You may do the translation yourself.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

Biographical Information

Passport surname (family/last name)*

Passport given name (first name)*

Date of birth*

📅 MM/DD/YYYY

Gender*

City of birth*

Province of birth (enter N/A if not applicable)*

State of birth (enter N/A if not applicable)*

Country of birth*

Country of citizenship*

Country of legal permanent residence (would not be the U.S.)*

Upload passport demographic page *

[Select File]

Additional Information

Highest degree completed*

Please continue to scroll through the alphabetical list of occupations as positions in universities, whether student, staff, or faculty, are at the end of the list.

Most recent occupation in your home country*

Employer or School Name (enter N/A if not in school and not currently employed)*

Type of employer/school*

Please upload your C.V. or resume *

[Select File]

Permanent Home Address Information

Street 1*

Street 2

City*

State (enter N/A is not applicable)*

Province (enter N/A if not applicable)*

Country*

Postal code*

Phone number (country code + city code + personal phone number)*

E-mail address*

U.S. Social Security Number

Do you have a U.S. Social Security Number?*

○ Yes   ○ No

[Save Draft] [Submit]

(4) U.S. Immigration History

(*) *Information Required*

Purpose of the U.S. Immigration History E-form

Collect information from future visiting scholar to determine eligibility for a BridgeUSA program and to prepare Form DS-2019.

Instructions for Completing this E-form

- Please do not use ALL CAPS, accents or hyphens.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

History of Current or Previous Stays in the U.S.

Are you currently in the U.S.?*
○ Yes   ○ No

Have you been in the U.S. in the past?*
○ Yes   ○ No

[Save Draft]   [Submit]

(5) Dependents (Spouse / Children)

(*) *Information Required*

Purpose of Dependents E-form

Request dependent SEVIS document (DS-2019) to be created for a spouse or child to come to the U.S. in J-2 non-immigrant status.

Any dependents who are a U.S. citizens cannot be issued DS-2019 forms, so please do not include them in this request.

Instructions for Completing this E-Form

- Please do not use ALL CAPS, accents or hyphens.
- If a document is not in English, both the original document and an English translation must be uploaded. You may do the translation yourself.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

Dependent Information

Please complete a new form for each dependent.

I have a dependent or dependents who will join me in the U.S.*
○ Yes   ○ No

[Save Draft]   [Submit]

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(6) Personal Financial Support

(*) *Information Required*

Purpose of Personal Financial Support E-form

Provide information regarding the visiting scholar's financial support for the length of the BridgeUSA program activity at Iowa State University.

Instructions for Completing this E-form

- A personal bank statement can be provided to show proof of the availability of funds. We do not accept salary statements as proof of funding.
- If a document is not in English, both the original document and an English translation must be uploaded. You may do the translation yourself.
- Documents must be saved in PDF or JPEG format to upload to e-form. Only one PDF may be uploaded to a field.
- If you fail to complete a required field, you will receive an error message. All uploaded PDF documents will need to be uploaded again once you return to the e-form to complete the missing field or fields.

Monthly Estimated Expenses

Below are the minimum monthly estimates which include both the scholar and dependents. These estimates are for programs that will continue through July 31, 2021.

Rates include one child. Add $467 per month for each additional child.

	Basic Living Expense	Health Insurance	Monthly Total
Single Scholar	$1,330	$218	$1,548
Scholar and Spouse	$1,796	$457	$2,253
Scholar and Child	$1,796	$391	$2,187
Scholar and Family	$2,263	$630	$2,893

Required Health Insurance Coverage

- Both the U.S. Department of State and Iowa State University require participants in a BridgeUSA program to have health insurance coverage for the duration of their program, regardless of length, at Iowa State University. This also includes coverage for all dependents.
- Iowa State University policy requires all BridgeUSA program participants, and their dependents, to enroll in the **ISU Student and Scholar Health Insurance Plan**.
- It is important to note that the ISU Student and Scholar Health Insurance Plan cannot be pro-rated. A full month's insurance fee (includes the health insurance premium plus a health facility fee) will be charged no matter what day you arrive and leave.
- Questions regarding this requirement, the plan, enrollment, etc. should be directed to University Human Resources at **isusship@iastate.edu.**

Total Estimated Expenses

Estimated support must not include support for your travel to and from the U.S., nor for time spent in the U.S. prior to or after the program dates for your activity at ISU. Financial support for travel included in a scholarship must be deducted when calculating support for your program activity.

Other Funds (example: scholarship from school/employer)*
○ Yes   ○ No

Upload financial support documentation from all non-ISU sources with English translation.
*

[Select File]

Final Financial Calculations

Estimated expenses for visiting scholar and accompanying dependents for length of ISU program activity*
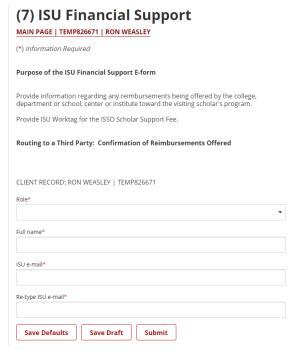
0

Financial support for visiting scholar and accompanying dependents for length of ISU program activity.*

0

☐ Total funding for length of program activity is equal to or greater than estimated expenses for visiting scholar and any accompanying dependents. *

[Save Draft]   [Submit]

I have a spouse who will come to the U.S. as my J-2 dependent*
○ Yes   ○ No

I have a child/children who will come to the U.S. as my J-2 dependents.*
○ Yes   ○ No

Instructions for calculating expenses

- Determine funding required per month based on amounts in above chart and multiply by number of months for the ISU activity.
- The ISU Student and Scholar Health Insurance Plan cannot be prorated. For example, a stay from May 15 to August 15 would require four months of insurance coverage, not three.
- Financial support for all family members is also calculated on the length of your ISU program activity, even if they who will join you for only a portion of your stay.

Sources of Financial Support

Personal funds from self or family*
○ Yes   ○ No

Exchange Visitor's Government *
○ Yes   ○ No
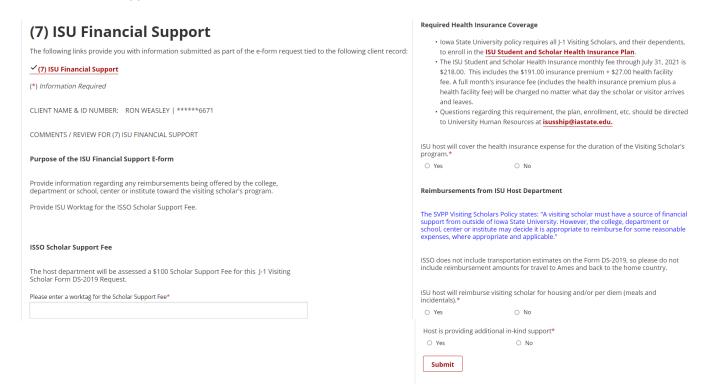
Other Organizations*
○ Yes   ○ No

- *(7) ISU Financial Support – Step 1*

  o Cystart User coordinating the request enters contact information for the person to whom the ISU Financial Support e-form should be routed—Administrative Host Support, Administrative Host, Individual Host , College/Unit Designee, Department Admin, HRC—to provide information regarding any departmental funding or reimbursements being offered to the Visiting Scholar.

(7) ISU Financial Support

MAIN PAGE | TEMP826671 | RON WEASLEY

(*) *Information Required*

Purpose of the ISU Financial Support E-form

Provide information regarding any reimbursements being offered by the college, department or school, center or institute toward the visiting scholar's program.

Provide ISU Worktag for the ISSO Scholar Support Fee.

Routing to a Third Party: Confirmation of Reimbursements Offered

CLIENT RECORD: RON WEASLEY | TEMP826671

Role*

Full name*

ISU e-mail*

Re-type ISU e-mail*

[Save Defaults] [Save Draft] [Submit]

- *(7) ISU Financial Support – Step 2*

  o The person designated to provide information regarding any departmental funding of the Visiting Scholar receives an email from issoscholar@iastate.edu with instructions to complete the ISU Financial Support e-form as shown below:

(7) ISU Financial Support

The following links provide you with information submitted as part of the e-form request tied to the following client record:

✓ (7) ISU Financial Support

(*) *Information Required*

CLIENT NAME & ID NUMBER: RON WEASLEY | ******6671

COMMENTS / REVIEW FOR (7) ISU FINANCIAL SUPPORT

Purpose of the ISU Financial Support E-form

Provide information regarding any reimbursements being offered by the college, department or school, center or institute toward the visiting scholar's program.

Provide ISU Worktag for the ISSO Scholar Support Fee.

ISSO Scholar Support Fee

The host department will be assessed a $100 Scholar Support Fee for this J-1 Visiting Scholar Form DS-2019 Request.

Please enter a worktag for the Scholar Support Fee*

Required Health Insurance Coverage

- Iowa State University policy requires all J-1 Visiting Scholars, and their dependents, to enroll in the **ISU Student and Scholar Health Insurance Plan**.
- The ISU Student and Scholar Health Insurance monthly fee through July 31, 2021 is $218.00. This includes the $191.00 insurance premium + $27.00 health facility fee. A full month's insurance fee (includes the health insurance premium plus a health facility fee) will be charged no matter what day the scholar or visitor arrives and leaves.
- Questions regarding this requirement, the plan, enrollment, etc. should be directed to University Human Resources at **isusship@iastate.edu.**

ISU host will cover the health insurance expense for the duration of the Visiting Scholar's program.*
○ Yes   ○ No

Reimbursements from ISU Host Department

The SVPP Visiting Scholars Policy states: "A visiting scholar must have a source of financial support from outside of Iowa State University. However, the college, department or school, center or institute may decide it is appropriate to reimburse for some reasonable expenses, where appropriate and applicable."

ISSO does not include transportation estimates on the Form DS-2019, so please do not include reimbursement amounts for travel to Ames and back to the home country.

ISU host will reimburse visiting scholar for housing and/or per diem (meals and incidentals).*
○ Yes   ○ No

Host is providing additional in-kind support*
○ Yes   ○ No

[Submit]

- *(8) Program Information – Step 1*
  - o As with the ISU Financial Support e-form, Cystart User coordinating the request enters contact information for the person to whom the Program Information e-form should be routed—Administrative Host Support, Administrative Host, Individual Host , College/Unit Designee, Department Admin, HRC—to provide details regarding the objectives of the Visiting Scholar's program.

- *(8) Program Information – Step 2*
  - o The person designated to provide information regarding the objectives of the Visiting Scholar's program receives an email from issoscholar@iastate.edu with instructions to complete the Program Information e-form as shown below:

(8) Program Information

The following links provide you with information submitted as part of the e-form request tied to the following client record:

✓ **(7) ISU Financial Support**

✓ **(8) Program Information**

(*) *Information Required*

CLIENT NAME & ID NUMBER: RON WEASLEY | ******6671

COMMENTS / REVIEW FOR (8) PROGRAM INFORMATION

General Information

SVPP Visiting Scholar designation*

[▼]

Bridge USA Program selection*

[▼]

Individual Host Information

Full name*

[   ]

ISU phone number (xxx-xxx-xxxx)*

[999-999-9999   ]

E-mail address*

[   ]

Administrative Host Information

Full name*

[   ]

ISU phone number (xxx-xxx-xxxx)*

[999-999-9999   ]

E-mail address*

[   ]

Specific Program Information

- You may also search the Classification of Instructional Program to find the appropriate academic field for the ISU program activity.
- Address: **https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56**

Academic field of ISU program activity*

[▼]

One sentence summary of primary ISU activity (e.g. Research in maize gene structure)*

[   ]

- The program start and ends dates reflect the dates of the ISU program activity only.
- Please do not include travel time prior to the beginning of the program activity or after the end of the program activity.
- Please choose program start and end dates that fall on ISU work days.

Start date*

[📅 MM/DD/YYYY]

End date*

[📅 MM/DD/YYYY]

Primary location of ISU program activity

General site location*

[Iowa State University of Science and Technology   ]

ISU building name*

[   ]

Street address and office number (ex: 2416 Pammel Dr #201)*

[   ]

Full name of hosting college, department or school, center or institute, or unit (ex: Department of Chemistry)*

[   ]

City, State, Postal Code*

[Ames, IA 50011   ]

Will the program activity occur solely on the ISU campus?*

○ Yes   ○ No

Confirmations

☐ I understand that it is the host's responsibility to direct the J-1 exchange visitor to report to ISSO for check-in prior to the start date listed on Form DS-2019. *

☐ I understand my obligation to collaborate with ISSO to ensure compliance with the J-1 immigration regulations listed above. *

[Submit]

If Academic Field you seek is not listed, select "00.0000 – None" from the drop down list and find the appropriate CIP code at link provided. Please paste it into the description box along with the one sentence summary of primary ISU activity.

- *(9) Departmental Compliance Certification for J-1 Visiting Scholar – Step 1*

  - Cystart User coordinating the request completes information regarding delivery of the finished Form DS-2019 and to whom—Department Chair, Office Director, Unit Head—the Departmental Compliance Certification for J-1 Visiting Scholar e-form should be routed to certify compliance with responsibilities as the "host" of an exchange visitor in J-1 nonimmigrant status.

    - Please note that the Departmental Compliance e-form cannot be accessed until the other e-forms in the application have been submitted. The Submit button will appear once the Departmental Compliance e-form is "unlocked."

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(9) Departmental Compliance Certification for J-1 Visiting Scholar

MAIN PAGE | TEMP826671 | RON WEASLEY

*** SUBMISSION/CANCELLATION BLOCKED ***

You cannot submit this form until all prior required forms have been submitted.

(*) *Information Required*

Purpose of the Departmental Compliance Certification for J-1 Visiting Scholar E-form

Department of State J-1 regulations require the institution to assume numerous legal responsibilities to sponsor an J-1 Exchange Visitor. The international office has responsibility for ensuring institutional compliance with these regulations, but departments must agree to follow established University procedures in order to ensure compliance.

Person Routing this E-form

CLIENT RECORD: RON WEASLEY | TEMP826671

Full name*

ISU e-mail*

Phone*

999-999-9999

Routing to Third Party: Departmental Compliance Certification

Please route this e-form to the department chair or unit director for their approval.

Department / Division / Unit*

Full name of Department Chair/Division or Unit Director*

ISU e-mail*

Re-type ISU e-mail*

Who will mail the DS-2019 and accompanying packet to the visiting scholar?

Full name*

Campus address*

Campus phone (xxx-xxx-xxxx)*

999-999-9999

Delivery method*

Important Notes

The J-1 regulations prohibit electronic transmission of Form DS-2019.

Please notify ISSO if the employee cannot arrive and check in with the ISSO on or before the hire date listed in Workday, which should correspond with the start date on Form DS-2019. This advance notification allows ISSO to amend the program start date on Form DS-2019 to prevent it from cancellation by the Department of State and the Human Resource Coordinator to adjust the hire date in Workday.

- *(9) Departmental Compliance Certification for J-1 Visiting Scholar – Step 2*

  - The person designated to complete this e-form receives an email from issoscholar@iastate.edu with instructions to complete the Departmental Compliance Certification for J-1 Visiting Scholar e-form.

  - Designated Department Chair, Office Director, or Unit Head completes the Departmental Compliance e-form.

    - Note that this person will be able to view all information and document uploads included in the application.

Confirmation that *J-1 Visiting Scholar Form DS-2019 Request* is Complete and Submitted to ISSO

The HRC or Department Admin coordinating the application will receive an e-mail message from issoscholar@iastate.edu when the chair, office director, or unit head has submitted the Departmental Compliance e-form.

The status of the **nine e-forms** in the application should appear as follows:

- (1) Eligibility for Form DS-2019 – Will be marked "Submitted."

- (2) English Proficiency Verification – Will be marked "Pending," when the scholar submits the e-form, if the scholar has chosen an English language proficiency documentation other than English3 Interview. If English3 Interview was selected, the status will instead go to "Awaiting Answer." After the score comes back from English3, the status will go to "Pending." In either case, the status will go to "Approved" after ISSO has determined that the Visiting Scholar's documentation meets J-1 English proficiency requirements.

- (3) Personal and Academic Information – Will be marked "Submitted."

- (4) U.S. Immigration History – Will be marked "Submitted."

- (5) Dependents (Spouse / Children) – This is an optional e-form, but if submitted, it will be marked "Submitted."

- (6) Personal Financial Support – Will be marked "Submitted."

- (7) ISU Financial Support – Will be marked "Pending Review" as ISSO references this e-form for the ISSO Scholar Support Fee billing. It will be marked "Approved" once ISSO bills the Scholar Support Fee to the Worktag that was provided and receives word from Finance Delivery that the payment has posted to ISSO. This e-form may remain in pending status several months beyond the completion of the request, but does not delay the process of issuing the DS-2019.

- (8) Program Information – Will be marked "Submitted."

- (9) Departmental Compliance Certification for J-1 Visiting Scholar – Will be marked "Pending Review." ISSO changes the status of this e-form to "Approved" when the Form DS-2019 is issued.