



J-1 EXCHANGE VISITOR INITIAL REQUEST

Research Scholar, Short-Term Scholar, or Professor Category

The J-1 Exchange Visitor Program was created as part of the Mutual Educational and Cultural Exchange Act (Fulbright-Hayes Act) of 1961. The overall goal of the act, and of the Exchange Visitor Program, is to “increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges” [22 CFR § 62.1(a)]. Visitors to CSU in J-1 status are typically engaged in research, teaching, consulting, observing, or demonstrating special skills. Visitors to CSU will also be provided opportunities to engage with the broader Fort Collins community.

In order to initiate the J-1 visa process, CSU’s Office of International Student and Scholar Services (ISSS) must receive this request form along with all supporting documents. ISSS must also receive certain request forms from the department hosting your program. After all the required documentation is received, ISSS can then create Form DS-2019 to establish a prospective visitor’s eligibility for a J-1 visa. Form DS-2019 will be emailed directly to the visitor. Visitors must then apply and be approved for a J-1 visa at the U.S. Embassy or Consulate in their country of residence prior to traveling to the United States.

ISSS will not issue a DS-2019 less than eight weeks prior to the program start date.

THE FOLLOWING ITEMS MUST ACCOMPANY THE FORMS IN THIS PACKET

1. Visitor’s passport identity page (and passport identity pages for dependent family members if applicable)
2. Documentation of funding (see page 6)
3. Proof of payment of the ISSS administrative fee (the host department will determine whether the visitor must pay this fee or if the host department will pay)
4. Documentation of exchange visitor’s English language proficiency (see below for options)
5. A curriculum vitae (CV) or resume
6. For visitors transferring from another U.S. institution, documentation of current J-1 program

ENGLISH PROFICIENCY DOCUMENTATION OPTIONS

The English Proficiency Requirement can be satisfied by submitting documentation of at least one of the following:

1. Evidence that the prospective J-1 exchange visitor is a native English speaker from Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, Great Britain, Ireland, New Zealand, Nigeria, Scotland, Singapore, South Africa, or Zimbabwe.
2. Copy of diploma from U.S. institution or foreign institution where instruction occurred in English. Degree must have been earned within the last five years.
3. Copy of official scores from one of the following English language tests taken within the last two years and meeting the stated minimum score below:

| Language Assessment | Minimum Score | Website |
|----------------------------|----------------------|--|
| TOEFL iBT/PB | 72/532 | www.ets.org |
| IELTS | 6.0 | www.ielts.org |

4. A signed letter from an academic institution or English language school that is internationally recognized indicating prospective exchange visitor's level of English proficiency. The letter must be dated within the last two years, state the dates when the potential scholar attended the institution or school, and affirm that the prospective exchange visitor achieved at least intermediate level skills.
5. Conversation in English with an instructor from Programs for Learning Academic and Community English (PLACE). ISSS can arrange this option upon request.

ISSS ADMINISTRATIVE FEE

Research Scholar/Professor/Specialist Category: \$400

Short-Term Scholar Category for Period of 4 Weeks or Longer: \$400

Short-Term Scholar Category for Period of Less than 4 Weeks: \$100

This fee may be paid by you or your host department. If your host department determines you must pay the administrative fee, ISSS will inform you so you can make the payment. Visitors may pay by credit card on our secure [online payment system](#) (Choose "ISSS" then "Initial DS-2019" for the requested category).

SEVIS FEE

You will be required to pay an I-901 SEVIS fee of \$220 at fmjfee.com prior to your visa appointment. The U.S. Student and Exchange Visitor Program (SEVP) collects this fee to support the program and the SEVIS system.

VISA APPLICATION FEE

Completion of Form DS-160 and payment of the appropriate visa application fee is also required for scheduling a visa appointment. The U.S. Department of State collects this fee to cover the costs of visa application processing. You can find information about paying this fee on the U.S. Embassy or U.S. Consulate website for your locality. Fee amount and payment procedures vary by country.

HOUSING

Please note that the housing market in Fort Collins is tight, particularly for short-term rentals. On-campus apartments are limited and temporary (one year maximum). Therefore, ISSS strongly encourages making housing arrangements as early in your trip planning stages as possible. If you have not secured housing prior to boarding an airplane to the U.S., **please delay your arrival**. Unfortunately, ISSS does not have staff able to assist with housing. Here are some tips for finding a place to live in Fort Collins.

- On-campus housing: prospective visitors can [apply for CSU housing](#) once they have been assigned a CSU ID number and have created a NetID. Please keep in mind that University apartment availability is limited and temporary (one year maximum).
- Off-campus housing: below is a list of resources to assist in your housing search
 - [Off-Campus Life Rental Search](#)
 - [CSU Employee Housing Programs](#)
 - [Neighbor to Neighbor](#)
 - [Housing Catalyst](#)
 - [Mercy Housing](#)
 - [Elevation Community Land Trust](#)
 - [CSU International Rams Facebook Account](#) (you must join group before you can advertise)
 - Applications such as Zillow Rentals, Trulia Rentals, or the Apartment.com Rental Finder App

HEALTH INSURANCE (Very Important!)

The U.S. Department of State requires all J-1 exchange visitors and their J-2 dependents to have health insurance that meets specific criteria from the day they arrive in the U.S. through the day they leave. Healthcare is very expensive in the U.S., so having insurance coverage is critical not only for your health and well-being, but also to protect you from a potentially catastrophic financial situation. All prospective J-1 visitors will be expected to provide documentation of adequate health insurance coverage prior to arrival. If you have not secured health insurance coverage prior to boarding an airplane to the U.S., please delay your arrival. Failure to comply or misrepresentation of health insurance coverage will require CSU to terminate your J-1 program. Please see our [website](#) for additional information.

FUNDING

All prospective J-1 scholars must provide documentation of sufficient financial resources prior to issuance of Form DS-2019. The minimum funding guidelines under the Financial Support Information section that follows are only estimates and should be viewed as a baseline for the cost of living in Fort Collins. Individual circumstances, including the cost of monthly rent and insurance arranged by the prospective visitor, can impact the amount of funding actually required. Please also note that the estimated amount necessary for the first month in Fort Collins may be double due to various settling-in costs.



J-1 EXCHANGE VISITOR INITIAL REQUEST

Purpose of DS-2019 (please check one):

Begin new program

Transfer of J-1 record to CSU from another U.S. institution (attach a copy of current DS-2019)

Personal Information (exactly as listed on your passport):

Last (Family) Name:

First (Given) Name:

Middle Name:

Male

Female

Date of Birth (month/day/year):

City of Birth:

Country of Birth:

Country of Citizenship:

Country of Permanent Residence:

Email Address:

CSU Program and Sponsor Information:

Name of the faculty member at CSU who will host you:

Name of the host department at CSU:

Current or Most Recent Position/Occupation in Home Country:

Student

If student, name of university:

Current degree level:

Bachelor's

Master's

PhD

Employed

If employed, name of employer:

Highest degree level earned:

Bachelor's

Master's

PhD

Employer Type:

Government

Public

Private

Non-Profit

Other (please specify)

Previous Time in J Visa Status:

Have you been in the U.S. in any J visa status (including J-2) in the past 12 months?

Yes

No

If yes, please provide a copy of your previous DS-2019.

Have you been in the U.S. in the J-1 Research Scholar/Professor category in the past 24 months?

Yes

No

If yes, please provide a copy of your previous DS-2019.

English Proficiency

Type of English proficiency documentation being provided:

Would you prefer to have a conversation with an instructor from PLACE to assess English proficiency? Yes No

Exchange Visitor Category

As far as you know, is there a chance your program will extend beyond 6 months? Yes No

As far as you know, is there a chance you will return for another J-1 scholar program shortly after this one? Yes No

As far as you know, is there a chance you will switch to a different visa type during your program? Yes No

Exchange Visitor Attestations

I have at least a Bachelor's degree (or equivalent) and the experience required to fulfill the objectives of the proposed J-1 program;

I understand that on-campus housing is not guaranteed, and if I do secure on-campus housing, it will not be available for more than one year; therefore, I must arrange alternative off-campus housing for myself if necessary;

I understand that the U.S. Department of State has strict health insurance requirements for J-1 exchange visitors (and their J-2 dependents) and I must submit proof of compliance to International Student and Scholar Services prior to the start date of my program;

I agree to report to International Student and Scholar Services any serious situations that have or could endanger my health, safety, or welfare (including but not limited to medical issues, unsuitable work conditions, lost or stolen immigration documents, or arrest);

I understand that my program could be terminated if I fail to maintain adequate health insurance, arrive without adequate funding or English proficiency, or otherwise fail to maintain status.

Sites of Activity

Will you work remotely **any** percentage of time? *Please note you must conduct at least 60% of your program activities in person.* Yes No

If yes, please list your remote work address if different from your home address.

My remote work address is the same as my home address

My remote work address is different from my home address:

Address: _____

Other than a remote work location, will you have more than one site of activity? Yes No

If yes, please list the additional site of activity:

Address: _____

Financial Support Information

Before a DS-2019 can be issued, you must provide proof of adequate financial support with this application.

MINIMUM FUNDING REQUIREMENTS FOR J-1 EXCHANGE VISITORS:

| ESTIMATED COSTS: | LIVING EXPENSES PER MONTH | LIVING EXPENSES PER YEAR |
|--|---------------------------|--------------------------|
| Research Scholar/Professor/Short Term Scholar/Specialist | \$2,000 | \$24,000 |
| Dependent Spouse/Child | \$792 | \$9,500 |

Indicate the source of funding below.

If not in English, please provide a translated copy in English.

FUNDING SOURCES AND AMOUNTS

| FUNDING SOURCE | AMOUNT OF FUNDING FOR THE ENTIRE PERIOD OF THE J-1 PROGRAM |
|--|--|
| CSU Funding Include a copy of the offer letter. | \$ _____ USD |
| Exchange Visitor's Government Include documentation on official letterhead. Letter must include the full amount being given to the visitor and must include dates of sponsorship. | \$ _____ USD |
| Other Organization Include documentation on official letterhead. Letter must include the full amount being given to the visitor and must include dates of sponsorship. | \$ _____ USD |
| Personal Funds Include a bank statement dated within the past 6 months. Statement must include name of account holder, name of bank, type of currency, and amount of money in the bank. If account holder is someone other than the exchange visitor, include a letter from the account holder confirming they will pay for the scholar's expenses | \$ _____ USD |
| Sabbatical Leave Salary Include documentation on employer letterhead | \$ _____ USD |

Dependent Family Members Information

Are you bringing any family members with you? Yes No

If yes, please provide their information below and attach copies of their passport identity pages (If additional space is needed, please reprint this page). Please provide funding documentation to cover the costs of all dependents.

| | | | |
|--|--|--------------------------------------|--|
| SPOUSE (Name as it appears on Passport) | | | |
| FAMILY NAME | | | |
| FIRST NAME | | | |
| MIDDLE NAME | | | |
| GENDER | | DATE OF BIRTH (mm/dd/yyyy) | |
| CITY OF BIRTH | | COUNTRY OF BIRTH | |
| COUNTRY OF CITIZENSHIP | | COUNTRY OF PERMANENT RESIDENCE | |
| E- MAIL | | | |

| | | | |
|---|--|--------------------------------------|--|
| CHILD (Name as it appears on Passport) | | | |
| FAMILY NAME | | | |
| FIRST NAME | | | |
| MIDDLE NAME | | | |
| GENDER | | DATE OF BIRTH (mm/dd/yyyy) | |
| CITY OF BIRTH | | COUNTRY OF BIRTH | |
| COUNTRY OF CITIZENSHIP | | COUNTRY OF PERMANENT RESIDENCE | |

| | | | |
|---|--|--------------------------------------|--|
| CHILD (Name as it appears on Passport) | | | |
| FAMILY NAME | | | |
| FIRST NAME | | | |
| MIDDLE NAME | | | |
| GENDER | | DATE OF BIRTH (mm/dd/yyyy) | |
| CITY OF BIRTH | | COUNTRY OF BIRTH | |
| COUNTRY OF CITIZENSHIP | | COUNTRY OF PERMANENT RESIDENCE | |

| | | | |
|---|--|--------------------------------|--|
| CHILD (Name as it appears on Passport) | | | |
| FAMILY NAME | | | |
| FIRST NAME | | | |
| MIDDLE NAME | | | |
| GENDER | | DATE OF BIRTH (mm/dd/yyyy) | |
| CITY OF BIRTH | | COUNTRY OF BIRTH | |
| COUNTRY OF CITIZENSHIP | | COUNTRY OF PERMANENT RESIDENCE | |

| | | | |
|---|--|--------------------------------|--|
| CHILD (Name as it appears on Passport) | | | |
| FAMILY NAME | | | |
| FIRST NAME | | | |
| MIDDLE NAME | | | |
| GENDER | | DATE OF BIRTH (mm/dd/yyyy) | |
| CITY OF BIRTH | | COUNTRY OF BIRTH | |
| COUNTRY OF CITIZENSHIP | | COUNTRY OF PERMANENT RESIDENCE | |

| | | | |
|---|--|--------------------------------|--|
| CHILD (Name as it appears on Passport) | | | |
| FAMILY NAME | | | |
| FIRST NAME | | | |
| MIDDLE NAME | | | |
| GENDER | | DATE OF BIRTH (mm/dd/yyyy) | |
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