



Please use this form if you are making the following changes/updates to a DS-2019 for a J-1 exchange visitor

- For Extensions, complete Sections A—C, E and F, as well as D and G if necessary
- For a J-1 visitor changing departments, complete Sections A—D

For all other changes and or data corrections, please e-mail the Office of International Partners and Services (IPS) (International@millersville.edu)

Note: The DS-2019 will be mailed directly to the exchange visitor.

PLEASE ALLOW ONE (1) WEEK FOR PROCESSING

SECTION A – EXCHANGE VISITOR INFORMATION

Last Name (Family Name)		First Name (Given Name)	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Millersville University ID # (if known)		
Date of Birth (month/day/year)		Email Address	

SECTION B – DEPARTMENT CONTACT

Name:	Email:
Department:	Phone:
Campus Address:	

SECTION C – CHECKLIST OF ITEMS TO INCLUDE WITH REQUEST

- Financial documentation for Non-Millersville University funding sources
- Copy of most recent I-94
- Copy of visa
- Copy of passport: photo and expiration date
- Copy of DS-2019

SECTION D – CHANGE MILLERSVILLE UNIVERSITY DEPARTMENT

Is the exchange visitor still working at the department listed on the current DS-2019? Yes No

If no, where will the exchange visitor be working?

Department	Address
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SECTION E – EXTENSION OF J-1 PROGRAM

Please have exchange visitor provide copies of stamped immigration documents (I-94 card, DS-2019, visa, passport page with photo and expiration date)

- Program Dates** Current End Date: _____ New End date: _____
 - Has J-1 applied for a 212 (e) waiver – two-year home residency requirement waiver?**
 Yes No Not subject to 212 (e) – home residency requirement
- If yes, has a Department of State waiver recommendation been received? Yes No

SECTION F – ACADEMIC CREDENTIALS AND RESEARCH

Professors and research scholars are expected to have appropriate academic or similar credentials. Department of State (DOS) has not specified minimum academic levels; however, generally prospective exchange visitor professors or researchers should have at least a bachelor's degree with appropriate experience in the field of endeavor. Departments who use these categories for exchange visitors with less than a bachelor's degree may be required by DOS to establish that such a program furthers the objectives of exchange and collaborative teaching and research efforts and that the participants will engage in appropriate program activities.

Are scholars expected to complete any special projects during this extension other than conducting research such as participating in guest lectures? Yes No

If yes, what is/are the project(s)? _____

SECTION G – UPDATE PROGRAM FUNDING

Will the Millersville University employ the exchange visitor? Yes No
 If yes, what is the person’s Millersville University’s job title? _____

Typically, Scholars are responsible for the following costs: accommodations, meals, health insurance, airfare, in-country transportation, and any other personal expenses incurred during their time at Millersville University unless stated otherwise. Have any changes been made to coverage from the original invitation? Yes No

Will Millersville University cover any additional expenses? Yes No
 If yes, what will Millersville University compensate and at what expense? _____

Typically, Scholars are provided with the following resources: an office, telephone, computer, access to a printer/copier, and access to the University Library. Will Millersville University continue to provide these resources and/or additional resources? Yes No
 If yes, what resources will be provided and at what cost? _____

Specify cumulative funding amounts for new J-1 program end date. Use the funding guidelines below to ensure that the minimum required amounts are met. The funding here and in the DS-2019 panel online should reflect the ENTIRE period listed on the DS-2019

Exchange visitor (no dependents)	\$2,500 per month
J-2 dependent (spouse):	\$500 per month
J-2 dependent (child):	\$300 per month

Millersville University Funds: \$ _____
 Non-Millersville University Funds: \$ _____
 Total Funds for entire period: \$ _____

Additional funding questions:

Does any of the funding for this person come from a US governmental agency for the purpose of facilitating international exchange or supporting this individual? (If yes, include grant documentation) Yes No

SECTION E – ADD DEPENDENTS

Is the exchange visitor adding dependents? Yes No
 If yes, please have the exchange visitor fill out the dependents section of the Exchange Visitor Information form and include it along with copies of the dependents’ passports

Department Responsibilities

Compliance with federal eligibility requirements

When you invite a visiting scholar and submit a DS-2019 request form, you are responsible for verifying that he/she meets the eligibility requirements to come to the United States as a J-1 exchange visitor. Please read *Instructions and General Information for Departments Requesting Form DS-2019* for more information about the J-1 Exchange Visitor program on our web-site at <https://www.millersville.edu/internationalprograms/faculty-resources/hosting-an-international-visitor/index.php>.

The exchange visitor must:

- be engaged in cultural and educational exchange
- possess sufficient financial support as listed on this request form
- possess sufficient English language proficiency for the proposed teaching/research activity.
- have appropriate academic credentials for his/her category and position
- intend to return to his/her home country.
- maintain health insurance which meets Federal and University requirements throughout his/her J-1 program.

By inviting this visitor, we agree to do the following:

- 1) We will notify the Office of International Programs and Services if the exchange visitor’s arrival is delayed.
- 2) We will ensure that the exchange visitor attends mandatory check-in upon his/her arrival at Millersville University.
- 3) We will inform the exchange visitor of the J-1 health insurance requirements.
- 4) We will communicate with the Office of International Programs and Services if the exchange visitor leaves the Millersville University program before the ending date on the DS-2019.
- 5) We will provide the exchange visitor with a Millersville University e-mail address and ID card.

In compliance with the federal regulations governing the J-1 Exchange Visitor Program, I certify that all of the information given on this form is true and accurate to the best of my knowledge.

SIGNATURES

Initiating/Supervising Faculty Member	Title	Signature	Date
Chair of Department	Signature		Date
Dean	Signature		Date
<i>Once the above signatures have been provided, please send directly to the IPS office (Lyle Hall) for completion.</i>			
Provost	Signature		Date