

**Request for J-1 Visa Certificate (Form DS-2019)
For Visiting Scholars**

*INTERNATIONAL SERVICES, LOUISIANA STATE UNIVERSITY
101 Hatcher Hall Phone: (225) 578-3191 Fax: (225) 578-1413*

This form is used to request a Certificate of Eligibility for Exchange Visitor Visa (J-1) status/ Form DS-2019, a document issued by International Services to foreign faculty and researchers for their use in applying for a J-1 visa at the US consulate abroad and to apply for admission to the United States. This form should be completed by the host department, signed by the department head, and sent to the International Services for processing.

The purpose of the J-1 Exchange Visitor Program is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences. Although the J-1 category allows employment in certain circumstances, its purpose is to promote international exchange. Therefore, the J-1 Exchange Visitor category is not to be used for the sole purpose of employment. Individuals accepting tenure-track or permanent positions will not be employed under J-1 status. The J-1 is not appropriate for activities that involve clinical patient care, including animal patients.

SECTION I: GENERAL INFORMATION

1. Exchange Visitor's Name (Family, First, Middle) _____

2. Dates of visit (MM/DD/YR): From: _____ To: _____

3. Host Department: _____

4. Department Address: _____

5. Department Contact: _____

6. Phone: _____ Fax: _____ E-Mail: _____

7. Host Professor/Sponsor: _____

8. Phone: _____ E-mail: _____

9. Is there a possibility that visitor will extend stay beyond dates given above? _____

If yes, what is the maximum anticipated timeframe? _____

Please explain: _____

10. What is the proposed job title approved by HRM (*J-1 visa will not be used for tenure track positions; or positions that require animal or human patient contact*):

Attach copies of approved WorkDay form; State N/A if WorkDay entry is not applicable:

SECTION II: EXCHANGE VISITOR AND PROGRAM INFORMATION

11. Gender (Male / Female): _____ Date of Birth (MM/DD/YR): _____

12. City of Birth: _____ Country of Birth: _____

13. Country of Citizenship: _____ Country of Permanent Residence: _____

14. Occupation and employer in country of legal permanent residence: _____

15. Research area: _____

16. In which country and city will the visitor apply for the J-1 visa? _____

17. Has the visitor held J-1 or J-2 immigration status at any institution in the past 24 months?

_____ Yes _____ No

If yes, give dates and location and attach copies of current and / or previous forms DS-2019.

18. Will visitor be going to other institutions as well? _____ Yes _____ No

If yes, give location and dates. _____

19. Will visitor be accompanied by spouse or children? Yes _____ No _____

If yes, give names, dates of birth, and places of birth, in the DEPENDENT INFORMATION section.

20. Visitor's e-mail address: _____

21. Visitor's home address: _____

22. If the visitor is a graduate student in the home country, are they coming through an agreement between the home institution and LSU? _____ YES _____ NO

23. If yes, please provide brief information (if available) about the agreement _____

24. Is the visitor coming through an individual agreement between the student and the LSU faculty?

_____ YES _____ NO

25. The purpose of the J-1 Exchange Visitor Program is to provide foreign nationals with opportunities to participate in educational and cultural programs in the US, and return home to share their experiences; and to encourage Americans to participate in educational and cultural programs in other countries. Please provide a detailed description of the purpose of the visitor's visit to LSU. Attach additional information to help us understand the program objective of the visit (e.g. letter of intent, invitation letter, full job or program description, etc.).

SECTION III: FUNDING INFORMATION

List all sources of support for the visitor during the visit. Provide documentation of any NON-LSU funding. The documentation may be in the form of bank letters, if personally funded, or a letter from the funding organization specifying the dates and total amount of funding.

The minimum amount of money required for living expenses and insurance is \$1,300.00 per month for the principal J-1 Visa holder. If dependents will accompany the scholar, documentation showing additional funds of \$4,000.00 for the spouse and \$3,000.00 per child for the initial exchange period must be submitted.

SOURCE	AMOUNT
LSU	\$ _____
Visitor's Government	\$ _____
Other Organizations	\$ _____
Personal Funds	\$ _____

SIGNATURE OF PERSON WITH HIRING AUTHORITY

Department Head's Name: _____

Signature _____

Date _____

SECTION IV: DEPENDENT INFORMATION

1. Name: _____
 FAMILY FIRST MIDDLE
2. Male / Female _____ Date of Birth: _____ MM/DD/YR
3. Place of Birth: City: _____ Country: _____
4. Citizen of: _____ Legal Permanent Resident of: _____
5. Relationship to visitor: _____
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