



International Student & Scholar Services  
 1 Old Dominion University  
 Norfolk, VA 23529 USA  
 T: 757-683-4756, F: 757-683-5196  
 www.odu.edu/iss, intlstu@odu.edu

# Exchange Visitor Packet

## Sponsoring Department Checklist

- **Language Skills:** Determine the visitor has sufficient English language skills to perform the activities or be willing to assist the scholar in improving language skills as needed to complete the objective(s) for the visit.
- **Previous J Status for Professors or Research Scholars:** Verify if s/he has been in the U.S. in J-1 or J-2 status at any time during the last 12 months before the beginning date of the program.
- **Financial Documentation:** Obtain a financial certificate (letter from sponsor, home university, or government agency) showing the amount of funds and period of time covered by the funds if the visitor will not be funded by Old Dominion University or Old Dominion University Research Foundation.
- **CV or Résumé:** Include a copy of the scholar's CV or résumé.
- **Letter of Invitation:** Provide an **original** letter on letterhead inviting the scholar; please include the dates of the exchange as well as the objective(s) with a brief non-technical explanation. For scholars to be paid by the ODU Research Foundation, a letter of offer verification from Alan Bohache (abohache@odu.edu; 757.683.4293, ext. 200) should also be included.
- **DS-2019 Request Form:** Submit the attached DS-2019 Request Form and the above-mentioned documentation to ISSS. **Please do not staple or clip any items together.**
- **Documentation to Scholar:** Upon receipt from ISSS, the professor inviting the scholar will send the DS-2019 and documentation provided by ISSS to the visitor so that s/he may apply for a visa at a U.S. consulate.
- **Arrival Updates:** Exchange visitor **must** arrive by the begin date in section 3 on the DS-2019 or notify ISSS via e-mail of the new arrival date within seven days of the DS-2019 begin date. If the date is not amended, the record will automatically be terminated and the scholar will be refused entry at the border.
- **Post-Arrival Assistance:** The inviting professor will assist the visitor with "settling in" and housing after arrival.
- **Immigration Check-In & Employment Paperwork:** **Contact ISSS (intlstu@odu.edu) to make an appointment for checking in the scholar.** The visitor must be checked in at the ISSS office **within one week of arrival** so the proper documentation can be copied and the immigration (SEVIS) record can be updated to prevent automatic termination. Also, if applicable, employment paperwork will be completed with Emma Studer, International Services Coordinator (intlstu@odu.edu).
- **Health Insurance:** Federal law requires that all J-1s and their dependents have and maintain health insurance. Further information regarding health insurance may be viewed on the ISSS web site or upon check-in with ISSS.
- **Processing Fee:** There is a \$50 processing fee for each initial DS-2019 and the maintenance of the scholar's immigration record; the fee must be received before processing of the request can be finalized. Payment may in the form of an inter-departmental transfer to 11N30-3776 (to be initiated by the requesting department) or a check made out to "Old Dominion University." If part or all of the scholar's funding is coming from the Research Foundation, please contact ISSS (intlstu@odu.edu) regarding the processing fee.
- **Termination or Departure:** When the scholar is leaving the institution, an e-mail should be sent to ISSS so the scholar's file can be properly updated.

### Required Funding

Financial support must cover the entire period of the exchange visitor's stay. Be specific and attach documentation, in English, from the provider for any source of support. If from more than one source, list the total amount in each category for the entire period of time indicated above. Indicate amount in equivalent U.S. dollars. Minimum amount needed **per month—hourly rates should be converted as appropriate:**

Visitor alone: \$1975

Visitor & spouse: \$2400

Visitor & child—**no spouse**: \$2500

Visitor, spouse & one child: \$2750

Visitor, spouse & two children: \$3000

Visitor, spouse & three children: \$3100

Visitor, spouse & four children: \$3200

Beyond four children, add \$100 for each additional child.

If dependent family members will **ACCOMPANY** the visitor, please include, on a TYPED separate sheet, the following information for each accompanying family member:

- Family name, first name
- Relationship to scholar
- Citizenship (if different from country of birth)
- Birth date
- City & Country of Birth



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# Request for Exchange Visitor DS-2019

**Please allow *three weeks* for processing.**

The University assumes a high degree of responsibility in inviting exchange visitor scholars to our campus. The completeness and accuracy of this information is crucial for the visitor to obtain a visa. **The person who signs this form is responsible for ensuring that the funds for sponsoring this scholar—if paid by ODU or ODURF—are available and that the items listed on page 1 of this form are complied with payment of funds and compliance of U.S. government regulations are met on behalf of the visitor.**

You may e-mail ISSS for specific questions or concerns as well as other duties with regard to the visitor's stay with ODU.

## Visitor's Information

Family Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name (if any) \_\_\_\_\_

Gender:  Male  Female

Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YYYY)

City of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Country of Permanent Residence \_\_\_\_\_

Job in Home Country \_\_\_\_\_

Current Employer \_\_\_\_\_

If student, provide name of university & level of study  
 \_\_\_\_\_

Dependents: How many? \_\_\_\_\_

They will travel with the visitor.

They will travel later.

*Please attach specific information about dependents, as indicated on the first page of this form.*

## Actual Funding

Total: \$\_\_\_\_\_ per month / year

Are the funds from an external government grant?

No  Yes

If yes, who will issue the visitor's stipend?

ODU  ODURF  Other \_\_\_\_\_

Is the visitor's name specified on the grant?

No  Yes—If yes, please provide a copy of the grant proposal.

Scholar is sponsored by (for any option, original documentation is required)

home government  home university

other organization \_\_\_\_\_

## Visitor's Activity

Begin a new program.

*Attach a resume/CV and letter of invitation for the visitor.*

Extend a current exchange visitor.

*Attach proof of current health insurance meeting all requirements as outlined on the ISSS web site.*

Transfer to ODU from another sponsor.

*If transferring from another sponsor in the U.S., attach copies of all previous DS-2019s.*

## Dates of Appointment at ODU

From \_\_\_\_/\_\_\_\_/\_\_\_\_ To

\_\_\_\_/\_\_\_\_/\_\_\_\_

*(maximum of three years)*

## Primary Activity at ODU

Teaching  Research

Academic Discipline/Subject \_\_\_\_\_

## For Visitors Beginning a New Program at ODU

Has the visitor been in the U.S. during the past 12 months?  Yes  No

If "yes", in what visa status (e.g. F-1, J-2)?

If "yes" and s/he was in J-1 or J-2 status, please give the dates:

(MM/YYYY) \_\_\_\_/\_\_\_\_ -- \_\_\_\_/\_\_\_\_

(MM/YYYY) \_\_\_\_/\_\_\_\_ -- \_\_\_\_/\_\_\_\_

(MM/YYYY) \_\_\_\_/\_\_\_\_ -- \_\_\_\_/\_\_\_\_

**PLEASE NOTE:** *It is not possible to issue a DS-2019 for a new program in the professor/researcher categories if a visitor has been in the U.S. in J-1/J-2 status for more than 6 of the previous 12 months. In such cases, a 'short-term scholar' category may be used for a stay less than 6 months.*

*The person who signs the form is responsible for assuring payment of funds, accuracy of information and adherence to U.S. government rules and regulations regarding J-1 Exchange Visiting Scholars.*

**DEPARTMENT CERTIFICATION & MAILING INSTRUCTIONS**

- **I certify that I have read the attached description and, to the best of my knowledge, can verify that the above information and the items below are accurate.**
- **I accept responsibility for reporting to International Student & Scholar Services (ISSS) the termination or departure of the exchange visitor from the University.**
- I have read the Sponsoring Department Checklist (on the first page of this application) and understand that each of the items must be followed to ensure that the visitor's visa status is maintained in order that the University can comply with federal law.
- I have included copies of all previous DS-2019s and form I-94 (for any visitor who is transferring from another exchange visitor program in the U.S.).
- I understand that the visitor will be required to purchase mandatory medical insurance and I agree to assist in the process of this, if necessary.

**RESPONSIBLE FACULTY MEMBER** (individual with whom the scholar will be working)

**In signing below, I verify my understanding of the responsibilities and requirements as the faculty member supervising the scholar named on this form.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Department \_\_\_\_\_ College \_\_\_\_\_  
E-Mail \_\_\_\_\_ Office Address \_\_\_\_\_



**DEPARTMENT HEAD** (individual to whom the Responsible Faculty Member reports)

**In signing below, I verify my understanding of the responsibilities and requirements as the head of the inviting department.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name \_\_\_\_\_ Telephone \_\_\_\_\_ E-Mail \_\_\_\_\_

**ISSS Processing Fee**

There is a fee of \$50 for each initial DS-2019 issued by ISSS for ODU positions; processing of this request cannot take place until the fee has been paid either by check or a transfer of funds has been initiated and processed by the requesting department.

Fee Payment

Paid by transfer to ODU budget 11N30-3776