

NMSU DS-2019 Request Form for International Scholars

Return completed form to International Student & Scholar Services
Email iss@nmsu.edu * Campus Mail MSC 3567 * Fax 575-646-1517
Questions? Contact Mary Jaspers, 646-2018 or marjaspe@nmsu.edu

Please provide the following information required for preparation of the DS-2019 for the scholar seeking permission to enter the U.S. with J-1 Exchange Visitor visa status. The Exchange Visitor provides the biographical information (Scholar Personal Information section) and department completes and submits the form with required signatures.

There is a \$100 Service Fee payable to International & Border Programs for each new scholar and an additional optional transportation service is also available.

The Exchange Visitor will begin a new program extend J-1 status transfer J-1 Status to NMSU

Scholar Personal Information (attach copy of passport identification page)

NAME: Family _____ First _____ Middle _____

GENDER: Male Female DATE OF BIRTH (month/day/year) _____

CITY OF BIRTH _____ COUNTRY OF BIRTH _____

COUNTRY OF CITIZENSHIP _____ LEGAL PERMANENT RESIDENT OF _____

TITLE OF POSITION IN HOME COUNTRY _____

If student: graduate undergraduate

FOREIGN ADDRESS IN HOME COUNTRY _____

EMAIL ADDRESS _____

Is the Exchange Visitor already in the U.S. at another institution? If yes, name of the current institution hosting the Exchange Visitor _____

Has the Exchange Visitor been in the U.S. in J visa status during the previous six years? Yes No
If "yes", attach copy of I-94 and current or prior DS-2019 forms.

Program Information

PROPOSED PROGRAM DATES (mm/dd/year) from _____ to _____

CATEGORY OF EXCHANGE VISITOR Professor **(5 year maximum)***
 Research Scholar **(5 year maximum)***
 Short-Term Scholar **(6 month maximum—no extensions)**
 Specialist **(1 year maximum—no extensions)**

*Non-tenure track position at NMSU

How have you determined that the visiting scholar has adequate English skills to function in the category requested? Provide copy of TOEFL or IELTS score, or other documentation _____

PRIMARY ACADEMIC DISCIPLINE WHILE AT NMSU _____

DESCRIPTION OF NMSU PROGRAM (will be stated on DS-2019) _____

Financial Information

Include all sources and total amount of exchange visitor's financial support for the proposed program. The total support (from NMSU, government or personal funding, or other) must be a minimum of \$1200 for the scholar, \$400 for spouse and \$200 for each child per month. Attach documentation of financial support from any source other than NMSU. All employment-based appointments must be arranged through Human Resources prior to new program start date.

FUNDS FROM OR ADMINISTERED BY NMSU \$ _____ (Must be non-tenure track position)

OTHER SOURCES OF FUNDING (attach documentation)

Exchange Visitor's Government	\$ _____	
Other Organizations	\$ _____	Name _____
Personal Funds	\$ _____	

Health Insurance Information

The J-1 visiting scholar must agree to maintain federally mandated health and accident insurance to include the following coverage (including all dependents): minimum of \$50,000 per accident or illness; repatriation of remains in the amount of \$7,500; expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000; and a deductible not to exceed \$500 per accident or illness. If scholar does not have equivalent insurance upon arrival to the U.S., options available are to purchase VISIT Travel & Medical Insurance. Contact International Student & Scholar Services, Garcia Annex, Room 246C for additional information about the NMSU insurance benefit plans for scholars hired by NMSU.

Dependent Information (attach copy of passport biographical page for each dependent)

If the Exchange Visitor plans to bring dependents (spouse or unmarried children under the age of 21) who will be requesting J-2 dependent immigration status, complete the following. A separate DS-2019 will be issued for each dependent.

	#1	#2
FAMILY NAME	_____	_____
GIVEN NAME	_____	_____
RELATIONSHIP TO SCHOLAR	_____	_____
GENDER	_____	_____
DATE OF BIRTH (mm/dd/year)	_____	_____
CITY AND COUNTRY OF BIRTH	_____	_____
COUNTRY OF CITIZENSHIP	_____	_____
COUNTRY OF LEGAL RESIDENCE	_____	_____

For additional dependents, provide the above information on a separate sheet

Department Verification

This form must be signed by the department chair and the faculty member collaborating with the scholar. Please allow sufficient time for document preparation, mailing, and visa processing time in the scholar's home country. NMSU assumes responsibility in undertaking sponsorship for an Exchange Visitor and reports the scholar's arrival and departure to the Department of State in addition to monitoring health insurance and additional J-1 requirements. The Responsible Officer (RO) depends on departments to provide complete and accurate information about their Exchange Visitor and his/her funding.

By signing below, you are accepting the responsibility for the accuracy of the information provided on this form, for sponsoring the scholar at NMSU, for facilitating communication between the scholar and NMSU's Responsible Officer and for reporting the termination and/or departure of the scholar from NMSU. In addition, you are agreeing to notify our office immediately if the scholar leaves or is terminated more than two weeks before the end date on the DS-2019.

REQUESTING DEPARTMENT _____

DEPARTMENT'S PHYSICAL ADDRESS _____

Signatures Required:

SCHOLAR'S DIRECT NMSU SUPERVISOR OR HOST _____

EMAIL _____

DATE _____

DEPARTMENT HEAD _____

DATE _____

J-1 DS-2019 Service Fees

- **J-1 Document Fee (\$100)**

This is a mandatory fee that supports the J-1 Redesignation Fee paid by NMSU to the Department of State for the costs associated with the J-1 Exchange Visitor Program.

- **Optional Fee (\$100)***

Transportation by International & Border Programs from El Paso Airport to pre-arranged housing in Las Cruces.

*Contact ISSS for additional cost for 2 or more passengers

Department signature required below to request the optional fee (for a total of \$200 Service Fees)

J-1 Service Fee is payable to International & Border Programs

Index: 121486 Fund: 111932 Acct: 890105

Please send copy of journal entry to Diana Molina-Barragan, dmolina7@nmsu.edu

DS-2019 Mailing Instructions (indicate your choice below)

___ The Department will mail the packet. J-1 Supervisor listed above will be contacted.

___ The Scholar will be contacted directly for mailing instructions.