



J-1 DS-2019 Host Department Request Form

This form should be completed **by the Loyola Faculty Host** after this Exchange Visitor's appointment has been confirmed by Faculty Administration, Clinical Affairs, and/or Human Resources. The DS-2019 is the immigration document that the ISSS team must issue on behalf of your Exchange Visitor so they can apply for their J-1 visa. We can only issue the DS-2019 once we have all necessary information.

INSTRUCTIONS FOR FACULTY HOST

1. Email the following items to iss@luc.edu **at least two months in advance** of your EV's intended start date:
 - ✓ **DS-2019 Host Department Request Form** (see next 3 pages)
 - ✓ **English Proficiency Assessment** (ISSS will provide this to you)
 - ✓ **Offer Letter (paid Loyola position) OR Appointment Letter (unpaid courtesy appointment):**
 - **Paid Positions:** the offer letter (signed by the candidate) serves as my confirmation that the appropriate parties (chair, dean, faculty administration/HR rep, etc.) have approved this hire.
 - **Unpaid Courtesy Appointments:** appointment letter AND appropriate form required (see below).
 - **Appointment Letter:** the dean of the sponsoring department should issue an appointment letter to the Visiting Scholar. A template for this letter (as used by the Lakeside campuses), as well as other information on hosting Visiting Scholars, is available [here](#).
 - **Visiting Scholar Form:** all unpaid courtesy appointments at LUC or LUMC require one of the following forms. Please attach the appropriate form *with all required signatures*:
 - [Visiting Scholar Courtesy Appointment Form](#) (LSC and WTC)
 - [Visiting Research Scientist Application](#) (HSC and LUMC)
 - [Research/Clinical Observer Application](#) (HSC and LUMC)
 - If Clinical: **Alien Physician Supplement** also required (ISSS will provide this to you)

NEXT STEPS

The ISSS will contact the EV/Host Department with any questions about the documents submitted to our office. If everything is in order, the DS-2019 will be issued.

If this EV is coming to Loyola directly from abroad: the DS-2019 will be processed and mailed to their address overseas. The EV will follow our instructions to apply for the J-1 visa at their U.S. Embassy or Consulate. They will have a 30-day grace period in which to enter the U.S. prior to their DS-2019 Start Date.

If this EV is transferring to Loyola from another U.S. institution: the EV's SEVIS record (electronic version of their DS-2019) will be released to Loyola on their Start Date. ISSS will issue the EV's new Loyola DS-2019 on their first day and provide it to the EV during their J-1 Check-In Orientation. ISSS will not have access to the SEVIS record any earlier than the Start Date, which means that if the EV is in a paid position at Loyola, they will need to wait to receive their new DS-2019 from ISSS before they can complete their I-9.

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1. LUC Host Department Information:

_____	_____
LUC Host Department	Location (Campus, Building, Floor/Suite/etc.)
_____	_____
Faculty Host Name	Faculty Host Title
_____	_____
Faculty Host Phone	Faculty Host Email

2. J-1 Exchange Visitor Information:

_____	_____
Last Name (Family Name)	First and Middle Names (Given Names)

3. Program Proposal:

_____	Classification:	Faculty	Staff	Visiting Scholar
Position/Appointment Title				

CIP Code that most closely matches this position/appointment (see official NCES list [here](#)): _____

_____	-	_____	Length of Stay: _____ yrs./ _____ mos.
Start Date (MM/DD/YYYY)		End Date (MM/DD/YYYY)	

*You can host your J-1 Exchange Visitor for up to 5 years. You can always start with a shorter appointment and request an extension later. This allows you to evaluate their performance and confirm additional funding as you go.

Primary Site of Activity:

_____	_____
Department, School, Campus	Building/Floor/Suite/Room
_____	_____
Street Address	City, State, Zip

Secondary Site of Activity (if any):

_____	_____
Department, School, Campus	Building/Floor/Suite/Room
_____	_____
Street Address	City, State, Zip

Short Description (1 – 3 sentences) of EV's proposed research duties/activities to be performed at LUC/LUMC:

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Office for International Programs, Sullivan Center 206, 6339 N. Sheridan Road, Chicago, IL 60660

T: 1-773-508-3899 F: 773-508-7125 E: iss@luc.edu W: luc.edu/iss

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4. Funding for Exchange Visitor:

All J-1 Exchange Visitors must provide proof of funding for the entire duration of their Loyola program at a rate of **\$2000/month (\$24,000/year) (Plus \$600/month for a J-2 spouse and \$300/month for each child, if any).**

Please check one: the Loyola Host Department has OR has not received direct or indirect funding for international exchange from one or more U.S. government agencies to support this EV.

EV Proof of Funding - fill in all that apply with the amount of funding for the entire length of EV's program:

Loyola Annual Salary: \$ _____ x _____ years (length of program) = \$ _____
U.S. Government Agency(ies): \$ _____
EV's home government: \$ _____
EV's home institution/other org: \$ _____
EV's personal funds: \$ _____

If the EV is *paid by LUC*: proof of salary in Offer Letter is sufficient in most cases.

If the EV is funded by their *home institution, government, or an external organization*: EV must provide the LUC host department with an official letter confirming the funding. ISSS will ask the EV to provide this documentation.

If the EV is *self-funded*: EV must provide bank statement(s) with a balance that covers the EV (and any dependents) for the duration of their program at the rates shown above. ISSS will ask the EV to provide this documentation.

5. Compliance:

Please check each statement below to confirm your understanding:

I have ensured that the EV has appropriate academic credentials for their position/appointment at LUC.

I attest that the EV possesses sufficient English language proficiency for their proposed program objectives per my completion of the English Proficiency Assessment.

I understand that ISSS must seek financial documentation from the EV if not paid by Loyola (or if their Loyola salary is not sufficient for our annual minimum requirements).

I will provide time for the EV to complete a mandatory J-1 Check-in Orientation (either in person or via phone/Skype/Zoom) with ISSS within their first week at Loyola.

I agree to notify the ISSS team immediately of any changes in the terms or conditions of the EV's program (e.g.: payment not originally listed on the DS-2019; early completion of program; etc.).

Certification from Faculty Host (or administrative designee):

Name

Title

Signature

Date (MM/DD/YYYY)

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