

Exchange Visitor will be:  
\_\_\_\_ Professor  
\_\_\_\_ Short-Term Scholar  
\_\_\_\_ Student

2003  
International Student Office  
Minnesota State University, Mankato  
Mankato, MN

## EXCHANGE VISITOR (J-1) or REQUEST FOR DS 2019 (J-1)

Departments should submit this form to the International Student Office. All information must be complete. Include supporting copies of correspondence and documents. The DS 2019 will be returned to the department to be forwarded to the Exchange visitor. **Please Print Clearly:**

Name of Exchange Visitor: \_\_\_\_\_  
(Family Name) (First Name) (Middle Name)

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
(Spell out: Month / Day / Year. You can follow with figures)

City and Country of Birth: \_\_\_\_\_

Country of legal permanent residence: \_\_\_\_\_

Foreign (outside USA) address: \_\_\_\_\_

Last (current) position held in country of legal permanent residence. (Give position title or "Student", name of institute/employer):  
\_\_\_\_\_

Mailing address in the U.S.A. (Use sponsoring departmental address for Exchange Visitors not already in the U.S.A.):  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Attendance or Appointment: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month / Day / Year) (Month / Day / Year)

(DS 2019 may be issued for the period of time for which funds can be guaranteed.)

Have you ever held a J-1 Visa before? \_\_\_\_\_ Yes \_\_\_\_\_ No \*( Attach copies of previous DS 2019 Forms)

If "Yes", write in dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Month / Day / Year) (Month / Day / Year)

\*\*Any additional J-1 Visa dates, please attach a separate sheet of paper with dates

Training objectives (Specify field of study, research, training or professional activity):  
\_\_\_\_\_  
\_\_\_\_\_

**Financial Arrangements:** (Include U.S. dollar amount and source). If the source of funds is not MSU, an **official letter** from the financial sponsor showing the terms of the award, amount of money available, and dates of the award must accompany this request):  
\_\_\_\_\_

Will the Exchange Visitor be accompanied by family members? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If "Yes", please provide the information requested on the back of this sheet regarding "Dependents".

This person will \_\_\_\_\_ will not \_\_\_\_\_ be taking graduate work.  
(Check One)

Who will be the department collaborator? \_\_\_\_\_  
(Please Print Full Name and Title)

\_\_\_\_\_  
(Department Head)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Dean of the College)

\_\_\_\_\_  
(Date)

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### For ISO Office Use Only:

- |          |                        |                  |                  |               |
|----------|------------------------|------------------|------------------|---------------|
| 1. _____ | New Program            | Finances:        | Amount: \$ _____ | Source: _____ |
| 2. _____ | Extension              |                  |                  |               |
| 3. _____ | Transfer               | Amount: \$ _____ | Source: _____    |               |
| 4. _____ | Replace lost form      |                  |                  |               |
| 5. _____ | Permit family to enter |                  |                  |               |

## INSTRUCTIONS FOR COMPLETION OF EXCHANGE VISITOR REQUEST FORM

Visiting foreign professors, scholars, and students with government or other secure sources of funding may qualify to receive a J-1 Visa from the United States Embassy or Consulate in their home countries. Minnesota State University's International Student Office (ISO) has been authorized by the U.S. State Department to issue Form 2019 to confirm Minnesota State University's interest in bringing foreign nationals to Mankato, Minnesota for scholarly purposes. The J-1 Visa cannot be issued without a Form DS 2019 issued by the ISO.

The Exchange Visitor Request for DS 2019 Form (other side of this document) must be completed and returned to the ISO at least two weeks before the DS 2019 can be typed and signed. Since the DS 2019 is an official United States government document issued under authority delegated to the ISO, all questions must be fully answered. The inviting department is required to provide the visitor's data of: name, sex, place and date of birth, and country of citizenship; and also that same information for accompanying spouse and children (if the spouse and/or children are coming to the United States with the Exchange Visitor). It is also important to be specific regarding the person's job or last activity in the home country.

**IMPORTANT INFORMATION ABOUT REQUIRED HEALTH INSURANCE.** Health insurance coverage is **mandatory** for J-1 Exchange Visitors. Exchange Visitors will be required to purchase the MnSCU-required health insurance policy upon arrival (approximately \$700 for 2003-2004 - not including dependents coverage. Each dependent coverage is/are an extra cost). **Please Note:** The MSU employee insurance is **not** considered "equivalent coverage" because there is no Repatriation or Medical Evacuation coverage in the MSU employee insurance policy. If the Exchange Visitor is bringing dependents with him/her, health insurance is also required for each dependent. The mandatory health insurance policy can provide additional coverage for dependents for additional fees.

If the foreign national will not be funded totally by Minnesota State University, an official letter on the sponsoring agency's letterhead must confirm the amount of money; as well as the beginning and ending dates of support. This letter must be signed by the sponsoring official; not the Exchange Visitor. Minnesota State University requires Exchange Visitors have at least \$800 a month for living expenses in Mankato, Minnesota. If at least this amount is not available, the DS 2019 cannot be issued.

J-1 Exchange professors and scholars (who are not enrolled for degrees at Minnesota State University) are limited in their length of stay in the United States. If they are already in the United States on someone else's J-1 Program, permission from that sponsor to transfer to Minnesota State University must be received by the ISO.

J-1 visiting professors or scholars may take classes if they are admissible under normal procedures of departmental admitting committees and the University's Admission Office. However, in accordance with the U.S. State Department policy, they are **not** able to extend their stay in the United States beyond their specific program maximum. Thus, it is very important that an Exchange Visitor who is a likely Ph.D. candidate receive a student IAP-66 Form. This would allow him/her to stay in the United States until he/she graduates with his/her degree. However, persons in this situation need to be admitted as degree candidates **before** a student DS 2019 Form can be issued.

If there are any questions, please call 389-1281 and ask for one of the international student advisers.

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### Dependent Information

If dependents (spouse, children) will accompany you to the U.S.A., please provide the following information on each dependent (add additional page, if needed)

**Please Print Clearly**

1. \_\_\_\_\_  
Name: (LAST/FAMILY) (Date of Birth: \_\_\_\_\_) (City of Birth) (Country of Birth) (Country of \_\_\_\_\_) (Country of \_\_\_\_\_) (Relationship to  
Spell out: \_\_\_\_\_) (Country of \_\_\_\_\_) Permanent you. Example:  
MM/DD/YR) Residence) Wife, son, etc.)  
Name: (First, Middle)

2. \_\_\_\_\_  
Name: (LAST/FAMILY) (Date of Birth: \_\_\_\_\_) (City of Birth) (Country of Birth) (Country of \_\_\_\_\_) (Country of \_\_\_\_\_) (Relationship to  
Spell out: \_\_\_\_\_) (Country of \_\_\_\_\_) Permanent you. Example:  
MM/DD/YR) Residence) Wife, son, etc.)  
Name: (First, Middle)

3. \_\_\_\_\_  
Name: (LAST/FAMILY) (Date of Birth: \_\_\_\_\_) (City of Birth) (Country of Birth) (Country of \_\_\_\_\_) (Country of \_\_\_\_\_) (Relationship to  
Spell out: \_\_\_\_\_) (Country of \_\_\_\_\_) Permanent you. Example:  
MM/DD/YR) Residence) Wife, son, etc.)  
Name: (First, Middle)