

Inviting an Exchange Visitor to Clemson University

International Services (IS) recommends that departments begin the process no later than 3 months before the anticipated program start date of the visit. This allows for the incoming Exchange Visitor (EV) to receive their documents, apply and receive their visa, and make the necessary preparations to come to the U.S. If the department or incoming EV have any questions about the process, please contact International Services, is@clemson.edu or 864-656-3614.

1. The department selects and invites an EV to participate in research/courses at Clemson University.
2. The department and EV work together to complete the [IS-200 Form/IS-201 Form](#) and submit all required documents to the office of International Services (IS) at is@clemson.edu.
3. An IS advisor reviews the packet and determines whether or not EV is eligible for the DS-2019 Form. If any documents/information is missing, the advisor will follow up with department/EV. If the IS advisor has any additional recommendations- different J category, later program start date, etc- they will communicate this with the department/EV at this time.
4. The DS-2019 Form is processed by the IS office within 5 business days of receipt of the complete packet and then mailed to the EV (The department may also collect the form on behalf of the EV and mail it to them.)
5. The EV will receive the DS-2019 Form along with immigration advisory materials in a welcome packet.
6. The EV then schedules a visa appointment and follow the instructions provided in the welcome packet by the IS office.
7. The EV receives their visa and makes arrangements to arrive in the U.S. no later than 30 days after their program start date. If the EV will arrive more than 15 days after the program start date on the DS-2019 Form, IS advises that the department and EV consider changing the program start date to a later date. IS will be sending monthly reminders to the EV through the email address listed on the IS-200/IS-201 form. It is extremely important that if the email address changes for the EV, they communicate the change with our office so that we can update the email address on file.
8. The EV arrives in the U.S. and completes the [check-in process](#) with the IS office within 30 days of the program start date on the DS-2019 Form. This changes the EV's SEVIS status from Initial to Active and is required in order to begin their program. If check-in requirements are not met at least 30 days after the program start date, the J-1 SEVIS record will automatically change to Invalid status and the EV will be in violation of their status- unable to participate in research, unable to apply for SSN, unable to be paid, etc.
9. Once the check-in is complete and the SEVIS record has been activated, a PeopleSoft entry is made for the EV to receive a Clemson email and XID. If the EV is paid by the University, the department works with HR to put the EV in the system. If the EV is not paid by the university, the IS office will create the entry and follow-up with the EV.

This **fillable** form is for an international to enter the U.S. as a non-degree student at CU for the purpose of conducting research/studies for a degree in their home country. This form is not intended to be used for those who are going to take classes for credit at Clemson University. There is a 24 month maximum stay for non-degree students. (Those participating in an exchange program between Clemson and a partner institution should not use this application but should contact International Programs/Study Abroad for assistance.)

Part I. Information about CU Host Department

CU Host Department _____ CU Host College _____
 Department Contact Name _____ Title _____ Phone _____
 CU E-mail _____@clemson.edu Fax _____

Part II. Purpose

This form is being completed for: (check all that apply)

- a. initial DS-2019 - the applicant is overseas and will be applying for a U.S. visa abroad
- b. initial DS-2019 - the applicant is in the U.S. in another immigration category and will apply for change of status
- c. the applicant is currently in J-1 status at another U.S. institution and will transfer to CU
- d. an extension of current appointment without change. The new program end date is _____
- e. to facilitate entry of spouse and/or children to the U.S.
- f. other _____

A Non-Degree Student's duration of participation must be between 3 weeks and 2 years.

Part III. Clemson University Program Information

Student's name (Family/Surname in CAPS) _____ (First) _____ (Middle) _____

Period for which DS-2019 is requested (Start Date) _____ (End Date) _____

Student will engage in the following activities as a non-degree seeking student in a **Prescribed Course of Studies (PCS)**. *Describe the activities.*

Does your department or the student's home institution require the student to be enrolled in courses while at Clemson? Yes. No. If "yes," the student will need to complete an Application for International Non-degree Admission. Contact IS for more information.

Part IV. Funding Information

During the period of stay, financial support for this student will be provided by one or more of the following (check all that apply). Funding should be entered as a **total**, not "\$450/month." Please enter the student's funding for the **entire period of stay**.

- a. Clemson University \$ _____ USD
- b. U.S. Government Agency(ies) \$ _____ USD
Name of Agency(ies): _____
- c. The Exchange Visitor's Government \$ _____ USD
- d. International Organization(s) \$ _____ USD
Name of Organization(s): _____
- e. Other Organization(s) \$ _____ USD
Name Organization(s): _____
- f. Personal Funds \$ _____ USD

Current minimum expense amount for one month is **\$1,043 for J-1, \$500 for spouse and \$365 for a child.**

Written evidence of financial support is required, such as an offer letter, a letter from an appropriate government agency, a bank certificate, etc.
NOTE: Government funds made available for a specific research goal or to the principal research investigator and not for the use of supporting an exchange visitor or exchange program, should be designated as funds from Clemson University.

Part V. Signatures

Hosting Supervisor's Name _____ Signature _____ Date _____

Department Chair's Name _____ Signature _____ Date _____

Is this position funded by CU? Yes No. If "yes", the following signature is also required.

College Dean's Name _____ Signature _____ Date _____

Part VI. Information about the Non-Degree Student

Student's name (Family/Surname in CAPS) _____ (First) _____ (Middle) _____

Gender Male Female E-mail _____

Phone No _____ Fax No _____

Date of Birth _____ Place of Birth (City) _____ (Country) _____

Country of Permanent Residence _____ Country of Citizenship _____

Position or Title in Home Country _____ Home Country Employer/University _____

Foreign Address _____

U.S. Address (If applicable) _____

Check Here if You Have Previously Attended CU as a Scholar Visiting Professor Student Other _____

CUID No (If Available) _____

Check here if you have previously visited the U.S. If checked, please explain: _____

Check here if you have applied for a **waiver** of the Two Year Home Country Physical Presence requirement

Part VII. If in the U.S., Complete the Following

Date of Last Arrival _____ I-94 No _____ Current Nonimmigrant Status _____

SEVIS ID No (If available) N000 _____ Expiration Date of Your Passport _____

Part VIII. Family Member Information (If Accompanying You to the United States)

Relationship	Name (Family/Surname, First, Middle)	City of Birth	Country of Birth	Date of Birth	Gender

Part IX. Signature

I certify that I will fully comply with the Exchange Visitor requirements, including those pertaining to medical insurance. I realize that failure to do so will result in termination of my status.

International Non-Degree Student's Signature _____ Date _____

J-1 (DS-2019) APPLICATION CHECKLIST

Please note that International Services (IS) recommends that the sponsoring unit/department carefully time the submission of the request due to possible visa delays at an overseas U.S. consulate. For more information, please contact IS.

International Non-Degree Student's Name: _____

- Form IS-201, Request for Form DS-2019
- If this is an initial Form DS-2019 request, provide 23-digit account string to be charged for services provided (Interdepartmental order for \$175.00) _____
- [English Language Proficiency Supplement](#) (provided at the end of this form)
- Copy of CU's invitation letter
- Copy of institutional (governmental, educational, etc.) letter of agreement/scholarly support for non-degree student's time at CU
- Copy of admission letter if the student is required to enroll in classes at CU
- Certified financial document - *attach English translation, if needed*
- Copies of previous Form DS-2019s, if any
- Copy of International Non-Degree Student's passport
- Copy of student's resume
- (In case of extensions) proof of health insurance covering the previous program duration
- * **Please note the CU Employee Health Insurance Plan does NOT include medical evacuation and repatriation insurance. Thus, J-1 (and J-2s if any) must purchase medical evacuation and repatriation insurance separately and provide proof to IS to meet the requirements set by the U.S. Department of State.**
- Number of dependent(s) accompanying J-1 student _____
- If requesting J-2 dependent DS-2019(s), attach proof of relationship such as a marriage or birth certificate
- If requesting J-2 dependent DS-2019(s), attach a copy of the dependent's passport
- Other _____

Mailing Instructions (*check only one*)

- Student/Scholar may request the shipment of their DS-2019 Form via Express Mail by following the following instructions: http://media.clemson.edu/ia/services/IS01_Express_Mail_Instruction.pdf

IS will mail Form DS-2019 via **Express Mail** to the scholar/student at the address provided below per the department's charge. Please provide a FedEx Account number for the department :

Name	
Address	

- IS will mail Form DS-2019 by **campus mail** to the faculty member so the faculty member can mail it to the scholar/student.

Faculty Member's Name _____

Campus Address _____

- IS will contact _____ at _____ for personal pick up.
Person's Name Phone Number/Email Address

- *Please send the IS-201 application packet to International Services, OGE, Clemson University, 108 Long Hall, Box 345714, Clemson, SC 29634-5714.*
- *In certain cases, such as transfers, amendments, etc., IS may require more documentation and/or information. Please note that transfers can take more than 10 days for processing as coordination with another J-1 sponsor is needed.*



**J Exchange Visitor English Language Proficiency Requirements
Supplement to IS-200 and IS-201 Request for DS-2019**

The U.S. Department of State recently revised Subpart A of the J-1 Exchange Visitor Regulations which modified the English language proficiency requirements for incoming J1 exchange visitors effective January 5, 2015. Universities must now retain proof of English language proficiency for incoming J1 exchange visitors which meet the following requirements:

- A recognized English language test;
- Signed documentation from an academic institution or English language school; or
- A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option

The English Language Proficiency Requirement can be satisfied by submitting documentation of at least one of the following:

1. Minimum Test Score on Recognized English Language Test

Test must have been taken within the last 5 years. Applicants must submit a copy of their score(s) with the DS-2019 application materials. Only scores from one of the tests below is necessary for the DS-2019 application.

TOEFL iBT	15 on Speaking and Listening Sections	https://www.ets.org/toefl/ibt/about
TOEFL PBT	477 minimum	https://www.ets.org/toefl
IELTS	5 on Speaking and Listening Sections	http://www.ielts.org
Cambridge English: First (FCE)	Pass	http://www.cambridgeenglish.org/exams/first
Cambridge English Advanced (CAE)	Pass	http://www.cambridgeenglish.org/exams/advanced
TOEIC	Combined Score of 550	https://www.ets.org/toEIC
MELAB	64 minimum	http://www.michigan-test.com/melab

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2. Documentation that the prospective J-1 exchange visitor is a native English speaker from Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, Great Britain, Ireland, New Zealand, Nigeria, Scotland, Singapore, South Africa, Zimbabwe.
3. Copy of diploma from U.S. institution or foreign institution where instruction occurred in English.
4. A signed letter from an academic institution or English language school that is internationally recognized indicating the prospective exchange visitor's level of English language proficiency. Printed on institutional letterhead, dated within the last two years and stating at minimum an intermediate level of proficiency obtained in studies.
5. J-1 English Language Proficiency Interview Attestation Form affirming that the J-1 exchange visitor has "sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis." [22 CFR 62.11(a)(2)]

J Exchange Visitor English Language Proficiency Requirements Supplement to IS-200 and IS-201 Request for DS-2019

Prospective Exchange Visitor's Name: _____

The U.S. Department of State requires scholars to possess “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.

Check One:	Indicate how the academic department has certified English language proficiency for the prospective exchange visitor.	
	Certification by recognized English language proficiency exam scores	A copy of the test score is provided. The test must have been taken within the past 5 years. Test scores must align with minimum scores noted in page 1 of this form.
	Documentation of native English speaker based on country of origin.	Copy of birth certificate or passport showing country of origin.
	Certification by an academic institution or English language school	Must be on letterhead, issued within the last two years, and attesting that an intermediate level of proficiency was obtained.
	J-1 English Language Proficiency Interview Attestation Form	Interview date, time, duration, medium (in person, videoconference, telephone), and results.



**J Exchange Visitor English Language Proficiency Requirements
Supplement to IS-200 and IS-201 Request for DS-2019**

J-1 English Language Proficiency Interview Attestation Form

Prospective Exchange Visitor Name: _____

Host Faculty Name: _____

Host Department: _____

Interview Date: _____

Interview Duration: _____

Interview Method: In Person Videoconference Telephone

Host Faculty's Overall Assessment of English Language Proficiency:

I attest that I have interviewed the prospective exchange visitor, and I have verified that scholar's English language proficiency is sufficient to function daily in their Clemson University program and within the local U.S. community.

Host Supervisor Signature

Date