

ILLINOIS INSTITUTE OF TECHNOLOGY  
**J-1 SCHOLAR REQUEST FORM** (TO BE COMPLETED BY THE DEPARTMENT)

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Please complete this form and return it, along with the individual's section, to the International Center as soon as possible so that we may issue the DS-2019, which is used to apply for a J-1 entry visa at a U.S. Consulate abroad. Due to delays in visa processing overseas, please submit the form and all required documentation **at least three months in advance** of the J-1 scholar's anticipated start date at IIT. Please note that in some instances visa processing may take longer.

Please read the following information before you complete the request form:

- **Length of Stay:** Professors and research scholars are permitted to remain in the United States for a total of five years maximum. Short-term scholars are permitted to remain in the United States for up to six months; no extension is permitted.
- **Repeat Participation in the Research Scholar and Professor Categories:** After a scholar spends time in the U.S. in one of these categories, he/she is prohibited from returning to the U.S. for 24 months in either the professor or research scholar category. There are no exceptions to this rule.
- **12-Month Rule:** An individual will not be eligible for J-1 research scholar or professor status if he/she was in the U.S. in any J status for six out of the previous 12 months. In such cases, he/she must be out of J status for one year before being eligible for J-1 research scholar or professor status.
- **English Language Requirement:** New federal regulations beginning January 5, 2015 require use of an "objective measurement of English language proficiency" to determine the language proficiency of all J-1 scholars.

Proof of one of these measurements must be submitted with this form:

- Results from a recognized English language test that meet or exceed the score below (preferred method)
  - » Accepted English language tests and minimum requirements:

TOEFL IBT – 57	TOEFL CBT – 163	TOEFL PBT – 487
IELTS – 5.5	PTE – 42	
  - » Photocopies of results mailed directly to the student or screen shots of the online score report are acceptable.
- Signed documentation from an academic institution or English language school verifying you have at least intermediate-level English language skills
- Or documentation of an interview conducted by the host department either in person, by videoconference, or by telephone if neither of the first two options are viable options
  - » Contact the International Center for interview instructions should you wish to use this method.

NOTE: The International Center reserves the right to ask for further verification.

- **Two-Year Home Residency Requirement:** Some J-1 scholars and their dependents are required to return to their country of permanent residence for a minimum of two years upon completion of the J-1 program before they will be eligible for H, L, K, or permanent residency status. On rare occasions the visitor may file for a waiver of this requirement. Without the waiver, the J-1 exchange visitor may not change non-immigrant status while in the U.S. or apply for any of the four statuses listed above. Once a waiver is received, extensions of J status are not permitted.
- **Health Insurance:** J-1 participants and their accompanying dependents are required by law to carry health insurance for the duration of the program. They should obtain this prior to coming to the U.S. but not necessarily before completing this request or applying for the entry visa.

- **Funding:** Proof of funding to meet the following expenses for the duration of the scholar's stay in the U.S.:
  - Living expenses of \$1,400/month (\$16,800/year)
  - IIT student health insurance fee ([www.iit.edu/shwc/insurance](http://www.iit.edu/shwc/insurance)), if applicable
  - Cost of two research credits per term (one credit/summer term), if required to register
  - Living expenses for any dependents (see Dependents section below)

Evidence of funding must be less than six months old and may be one or more of the following:

- Copy of the invitation letter listing the financial support, if funded by IIT
- Bank statement in the scholar's name
- Scholarship/grant award letter in the scholar's name indicating the amount and duration of support
- Letter from the scholar's employer or academic institution indicating the amount and duration of support
- Bank statements in a sponsor's name, plus a letter of support from the person named on the statement, indicating the amount and duration of support

Please note in cases where a funding range (instead of a specific amount) is given, only the lowest amount in the range can be used when calculating funding totals.

- **Dependents:** J-1 participants may apply to bring their spouse and children (unmarried and under the age of 21) as J-2 dependents. The scholar must show an additional \$375/month (\$4,500/year) for the first dependent and \$250/month (\$3,000/year) per each additional dependent they wish to bring to the U.S. Please make sure that the financial documents are provided accordingly.

Please note that government regulations require that all J-1s and J-2s provide a valid email address. If the dependents do not have valid email addresses, the scholar must list his/her own. It may not be left blank.

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## J-1 SCHOLAR REQUEST FORM DEPARTMENTAL CHECKLIST

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**Please turn in the following to the International Center, MTCC 202, to request a DS-2019:**

- J-1 scholar request form—completed by department
- Copy of the invitation letter signed by department head or college dean.  
Please note that you should send the original to the J-1 scholar.
- J-1 scholar request form—completed by scholar
- Proof of English language proficiency
- Financial documentation. Documents must be in English and less than six months old.  
If funding is from IIT, this should be included in the appointment letter, and a copy is sufficient.
- Copy of the scholar's passport biographical page (plus that of any dependents)
- Health Insurance Attestation Form signed by the scholar

Once the complete request is submitted to the International Center, it may take us up to two weeks to prepare the DS-2019. After we have prepared the DS-2019, we will inform you by email so you may either pick it up or receive it by campus mail. It is then the department's responsibility to mail the DS-2019 packet to the scholar in his/her home country.

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Please complete the information below. **ALL** fields are required.

Scholar's family name (as it appears in passport): \_\_\_\_\_

Scholar's first name (as it appears in passport): \_\_\_\_\_

Scholar's middle name, if applicable: \_\_\_\_\_

**What will be the scholar's primary activity?**

- Research
- Teaching

Requested dates of activity: \_\_\_\_\_ to \_\_\_\_\_ (mm/dd/yyyy)

**Requested J-1 category:**

- Short-Term Scholar—will not need to stay for more than six months
- Research Scholar or Professor—may need to stay for more than six months

**Will scholar be required to enroll in research credits?**

- No
- Yes (Make sure this is appropriately documented in the invitation letter.)

Field of research/teaching: \_\_\_\_\_ (i.e., mechanical engineering, organic chemistry, comparative law, etc.)

Describe the proposed activities (may use technical terms): \_\_\_\_\_

\_\_\_\_\_

Full street address where scholar will be researching/teaching:

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

**Method for determining the scholar's English language proficiency:** (please attach documentation)

- Results from a recognized English language test
- Signed documentation from an academic institution or English language school
- Documented interview conducted by the department

List all funding sources for the **duration** of the scholar's program:

- Must cover cost of registration each term if required to enroll in research credits
- Must include at least \$1,400 per month **for the duration of the DS-2019**
- Must include dependent living expenses, if applicable (see instructions)
- Include documentation of all funding sources

**IIT Funds** \$ \_\_\_\_\_

Please note that grant money received from government agencies and used to cover a variety of research and payroll expenses is **considered IIT funding** for the purpose of issuing this form.

**U.S. Government Agency** \$ \_\_\_\_\_

Name of agency \_\_\_\_\_

Applicable only if the grant money is **designed solely** to fund the exchange visitor.

**Home Country Government** \$ \_\_\_\_\_

In cases where a funding range (instead of a specific amount) is given, only the lowest amount in the range can be used when calculating funding totals.

**Other Organization** \$ \_\_\_\_\_

Name of organization \_\_\_\_\_

**Personal/Family Funds** \$ \_\_\_\_\_

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**DEPARTMENT INFORMATION**

Department Name \_\_\_\_\_

Departmental Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Inviting/Supervising Faculty Member \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervising Faculty's Address \_\_\_\_\_

Supervising Faculty's Email \_\_\_\_\_

Department Head \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_