



The following information is necessary for the International Student and Scholar Services (ISSS) team at Loyola to issue Form DS-2019, "Certificate of Eligibility for Exchange Visitor (J-1) Status," to you, the Exchange Visitor (EV). A valid DS-2019 is required for you to obtain your J-1 visa abroad or to extend your J-1 visa status within the U.S.

### WHO SHOULD COMPLETE THIS FORM?

This form should be completed **by the Exchange Visitor** who has been offered an appointment or position at Loyola after receiving a copy of your Offer/Appointment Letter. You should email it back to your Host Department Contact along with any additional required materials mentioned in the instructions below. Once all items have been received, the ISSS team will prepare your Form DS-2019.

### INSTRUCTIONS

Email this completed form to your **Host Department Contact** at Loyola, along with the following:

**Passport bio page** (include copies for any dependents who will join you in J-2 status)

**Proof of Funding:** required if not paid by Loyola. See of this form for details.

**Proof of English Proficiency:** a copy of your TOEFL score, IELTS score, English instructor letter, or English-language degree transcript may be required if requested by your Loyola Host Department.

#### **IF TRANSFERRING IN TO LOYOLA:**

##### **J-1 Transfer-In Form**

**Copies of current J-1 visa, DS-2019, and I-94** (include copies for any dependents in J-2 status)

### NEXT STEPS

1. **Receive your DS-2019:** Loyola's ISSS team will issue your DS-2019 and mail it to you with J-1 visa application instructions. If you have named any dependents, their DS-2019s will be included so that they can apply for their J-2 visas. (*If you are transferring to Loyola: see instructions on J-1 Transfer Form.*)
2. **Apply for the J-1 Visa** at your closest U.S. Embassy or Consulate. Start the application as early as possible before your Program Start Date. Processing times vary by country, so if you experience a delay, inform ISSS and your Loyola Host Department as soon as possible. We will all work together to choose a new Start Date.
3. **Receive J-1 Visa Stamp:** contact your ISSS and your Host Department as soon as you have the visa stamp. Per U.S. Immigration regulations, you (and any dependents) may enter the U.S. **up to 30 days** before the Start Date on your DS-2019. This allows time to get settled, do some sightseeing, etc.
4. **Plan for arrival:**
  - a. Work with your Loyola Host Department to find local Chicago housing.
  - b. Purchase a J-1 compliant insurance policy for yourself and your dependents (see Part V of this form). Make sure it is active by the time your program starts.
  - c. Complete the required **J-1 Check-in** and participate in **Orientation** with ISSS for the week of your Start Date (via Skype, Zoom, phone, or in-person). Contact OIP at [iss@luc.edu](mailto:iss@luc.edu) to schedule your J-1 check-in and orientation.

# DS-2019 Exchange Visitor Request Form

**EXCHANGE VISITOR MUST COMPLETE ALL SECTIONS BELOW.**

**I. J-1 Exchange Visitor Information:**

Family Name (Last Name)		Given Name (First Name)		Middle Name(s)
Phone		Email		
Street Address		Apt/Unit/Suite		
Ward/District	City	State/Province	Postal Code	
Country of Birth	Country of Citizenship		Country of Residence	
Date of Birth (MM/DD/YYYY)	Sex:	M	F	
J-1 Category:	Short-Term Scholar	Research Scholar/Professor	Observer	Other: _____
Most recently held job/title in country of residence		Name of company/institution where you work or study		
Highest degree earned		University or Institution where degree was earned		
Will you bring a spouse and/or children to the U.S. in J-2 Dependent status?			Yes*	No

\*IF YES: complete Part IV of this form and attach passport copies for each Dependent.

**II. Purpose of Request (check one):**

To begin a new J-1 program at LUC

To transfer\* from another U.S. institution's J-1 program to Loyola's J-1 program:

Name of your current host institution	Program End Date on current DS-2019 (MM/DD/YYYY)
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\*For J-1 Transfer-in Requests, you must provide your Loyola Host department with copies of your passport, current DS-2019, J-1 visa stamp, and I-94, as well as the **J-1 EV Transfer-In Form**.

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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](mailto:iss@luc.edu) W: [luc.edu/iss](http://luc.edu/iss)



**IV. Health Insurance Coverage**

The U.S. Department of State requires **ALL J-1 Exchange Visitors** to have health insurance for themselves and any J-2 dependents that meets the following requirements:

- \$100,000 coverage per accident or illness
- \$25,000 coverage for Repatriation of Remains
- \$50,000 coverage for Medical Evacuation to home country
- A deductible not to exceed \$500 per accident or illness

If you will be paid by Loyola, you are eligible for faculty/staff benefits, including health insurance; however, Loyola's policy does not meet all of the J-1 criteria above. Therefore, you still need to purchase a supplemental policy. You may choose the insurance provider, but make sure to search for a "J-1 Exchange Visitor policy." Here are some insurance companies that Loyola recommends (note that there are many more to choose from):

**Cultural Insurance Services International**  
[www.culturalinsurance.com](http://www.culturalinsurance.com)  
 1-800-303-8120

**PSI Health Insurance**  
[www.psiservice.com](http://www.psiservice.com)  
 1-888-789-4488

**Rust Associates**  
[www.rustassoc.com](http://www.rustassoc.com)  
 1-800-336-0747

**Compass Student Insurance**  
[www.compassbenefit.com](http://www.compassbenefit.com)  
 1-800-767-0769

**LewerMark Insurance**  
[www.lewermark.com](http://www.lewermark.com)  
 1-888-760-7190

**Insubuy**  
[www.insubuy.com](http://www.insubuy.com)  
 1-866-467-8289

I agree to purchase an acceptable J-1 health insurance policy that will cover me (and any dependents) for the duration of my program. I understand it must go into effect on or before my Program Start Date.

**V. Funding**

As a J-1 Exchange Visitor, you must provide proof of funding for the duration of your program as follows:

J-1 Scholar (yourself):	\$2000/month (\$24,000/year)
J-2 Spouse:	\$600/month
J-2 Child:	\$300/month for <u>each</u> child

You will need to show proof of funding *for the entire duration of your program* at the U.S. Embassy/Consulate.

**Proof of Funding - fill in all that apply with the amount of funding for the entire length of your program (ex: if receiving an annual salary for a 2-year appointment, multiply salary by 2):**

Loyola University Chicago:	\$ _____
U.S. govt. or int'l agency(ies):	\$ _____
Your home government:	\$ _____
Your home employer/institution:	\$ _____
Other organization:	\$ _____
Personal funds:	\$ _____

**If you will be paid by Loyola:** proof of salary in your Offer Letter is sufficient in most cases.

**If you are funded by your home institution, government, or an external organization:** attach an official letter confirming your funding.

**If you are self-funded (including funding from friends/relatives):** provide bank statement(s) with a balance that covers you (and any dependents) for the duration of your program. It must be in English, issued within the last 6 months, and clearly show the bank logo, accountholder's name, currency type, and current balance.

# DS-2019 Exchange Visitor Request Form

## VI. Dependent Information (if applicable)

This section is only for Exchange Visitors who plan to bring dependent family members (spouse and/or children) to the United States with them. Each dependent will be issued their own DS-2019 and will need to obtain a J-2 visa. Please attach a photocopy of the **passport bio page** for each dependent.

	Spouse	Child 1	Child 2	Child 3	Child 4
Immigration Status					
Family/Surname					
Given Name(s)					
Birthdate (MMDDYYYY)					
Gender					
City of Birth					
Country of Birth					
Country of Citizenship					
Country of Legal Res.					
Email (Spouse only)					

## VII. Compliance:

I agree to contact the International Student and Scholar Services (ISSS) office the week before my DS-2019 Start Date to set up my **J-1 Check-in Orientation**. I understand that the meeting can be conducted via Zoom, Skype, FaceTime, or in person, and will take about 30 minutes. I understand that failure to check in with ISSS within 30 days after my DS-2019 Start Date will result in termination of my SEVIS record.

I understand that I may be subject to the 24-Month Bar on Repeat Participation and/or the Two-Year Home-Residency Requirement (212(e)), and that it is **my responsibility** to stay aware of these conditions.

I agree to purchase a J-1 insurance policy to cover myself and any dependents, which must be active by the time I arrive to Loyola. I will present my insurance policy details during my J-1 Check-In Orientation. I understand that I must keep my insurance valid for my entire program, and that failure to do so comprises a willful violation of my J1 status and could result in termination of my SEVIS record.

I agree to report any changes to my work description, supervisor, site of activity, payment/funding source or amount, or other details to ISSS immediately.

I understand that I should NOT engage in any additional academic activities or employment not already part of my J-1 program, even within Loyola, without discussing it with ISSS first.

I will notify my Loyola Host Department immediately if I anticipate J-1 visa processing delays so that ISSS can amend my Start Date as needed. I understand that I may enter the U.S. **up to 30 days** prior to my Start Date.

I understand that per SEVIS regulations, I must report any change of U.S. residential address, phone number or email address to ISSS **within 10 days** of the change or risk termination in SEVIS.

**Statement of Release:** I understand that immigration regulations are subject to change, and ultimately it is my responsibility to be aware of such changes.

### Certification of Exchange Visitor:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this completed form to your Loyola Host Department Contact.**

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