

New DS-2019 Request Guide

The very first step when facilitating a visit of an Exchange Visitor, is to obtain a clearance from the Research Integrity, Security, and Compliance office (RISC). Please, see below for next steps.

Information Needed:

- 1) Exchange visitor/international hire's First and Last name
- 2) Exchange visitor/international hire's email address
- 3) Exchange visitor/international hire's Country of Residency
- 4) Anticipated Start and End date of the Exchange visitor/international hire.
- 5) Is the Exchange visitor/international hire going to be involved in UF Research: Yes or No

If **yes**, I will need **Research Project Number(s)**. Please Provide the UFIRST/PeopleSoft Project Number(s) of the Sponsored Research Project(s) in which the scholar/visitor will be involved, whether funded directly from the project, or not. If the UFIRST/PeopleSoft Project Number(s) is unknown, please provide the Award, Proposal, or Agreement Number(s).

If **no**, please explain how the exchange visitor or international hire will do their research while here at UF.

- 6) Which CIP code will the exchange visitor be (**must be provided by the faculty supervisor**):
<https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>

Documents Needed:

- 1) Exchange visitor/international hire Complete CV/Resume in English. This needs to have all dates covered. If any gaps in time needs to be explained
- 2) Funding Documentation in English for the Exchange visitor/international hire
- 3) Description of Duties for the Exchange visitor/international hire

After the RISC approval, you will need to create an UFID for the Exchange Visitor if they don't have one.

Only after RISC is approved, you will be able to move forward with requesting the DS2019 form using EVS's system. Please, look on the necessary forms below:

Research Scholar/ Short-Term Scholar Needed Forms

- Passport (for J-1 exchange visitor and each J-2 dependent)
- Invitation/Offer Letter – (<https://internationalcenter.ufl.edu/j-1-studentscholar/new-international-scholars/inviting-j-1-exchange-visitors/required-documents>)
- Proof of Funding
- CV/ Resume in English
- Proof of English Language Proficiency (**Needs to be an approved English verification method**)
- Proof of EVS Processing Fee Payment (<https://internationalcenter.ufl.edu/j-1-studentscholar/new-international-scholars/inviting-j-1-exchange-visitors/payment-instructions-j>)
- Diploma (Original and Translated in English if not in English)
- Acknowledgement of Faculty Sponsor Responsibility
- RISC Approval (**Should be done first**)

New DS-2019 Request Guide

J1 Student Intern Needed Forms

- Passport (for J-1 exchange visitor and each J-2 dependent)
- DS-7002 Information Form
- Approval of Participation Form (*From the Exchange Visitor's University signed and stamped*)
- Proof of Funding
- CV/Resume in English
- English Language Proficiency (*Needs to be an approved English verification method*)
- Signed Invitation/Offer Letter
- Acknowledgment of Sponsorship Responsibilities
- EVS processing fee receipt (<https://internationalcenter.ufl.edu/j-1-studentscholar/new-international-scholars/inviting-j-1-exchange-visitors/payment-instructions-j-1>)
- RISC Approval (*Should be done first*)

J1 Student Needed Forms

- Acceptance Letter from UF
- Passport
- Proof of Funding (and Assistantship Letter)

All the documents listed for a new DS-2019 request can be found at [Required Documents | International Center University of Florida \(ufl.edu\)](#)

All documents for an amendment for a DS-2019 can be found at [Required Documents | International Center University of Florida \(ufl.edu\)](#)

After the Exchange Visitor is entered into EVS's system (SEVIS), the Exchange Visitor will receive an email (it will go to the UF email account), to login into SEVIS and complete a questionnaire. After that is completed, a J1 advisor from EVS will work on the DS-2019 request. The timeframe for EVS to complete a DS-2019 request can be up to 7 business days (9 business days for Student Interns). Once the request is processed, the Exchange Visitor will receive another email with instructions to download their DS-2019 form. The Exchange Visitor will then need to proceed with their visa application with a US consulate.

Once the J1 arrives in the US, they will need to complete an online check-in and orientation for EVS (the orientation will take place via Zoom). The instructions to complete their orientation are going to be sent within the same email confirming their DS2019 form has been processed. Please make sure the Exchange Visitor understands what Health Insurance UF requires: [Health Insurance for J-1 Scholars | International Center University of Florida \(ufl.edu\)](#). Failure to provide appropriate proof of health insurance, will cause delays with the check-in process.

Also, please, keep in mind that you cannot submit the I-9 form for the Exchange Visitors, until they have attended orientation with EVS, and have been validated.