

## J-1 Employer Questionnaire

**At least two months prior to the scholar's expected start date, the UMN hosting department should request a DS-2019 Form from ISSS.**

**Candidate's Last Name**

**First Name**

**Middle Name**

1. Department (Name and Address) :

2. Scholar's Empl ID **(required)**:

3. Is the Scholar a medical student?

4. Is Scholar a physician or certified to practice medicine in his home country?

5. Will the Scholar have patient contact?

6. Short term Scholar? (6 mo without extension):

7. Program Begin and End dates (mm/dd/yyyy):

8. Describe in one sentence, the primary project activities in which Scholar will be engaged:

9. Subject field (<https://iss.umn.edu/departments/j1-exchange-visitors/invite-scholar/subject-codes> ?

10. Is the Scholar currently in the U.S.?

11. Faculty mentor (Name, Title, email, phone) :

12. Department Head (Name, Title, Phone, Email):

13. Non- sponsored Account string :

14. Budget Contact Person (Name, phone, email) :

**ONLY FOR TRANSFER FROM DIFFERENT UNIVERSITY**

Is this a transfer?

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**Please Note: No gaps! U of M start date cannot be after current DS-2019 date. ISSS will contact the above person to arrange SEVES transfer.**

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**List of Documents needed from the department:**

- Department Invitation letter/or Offer letter
- Employer Questionnaire
- English Proficiency Form (Copy of MELP results/ if any)

**List of Documents needed from the Scholar:**

- Copy of passport
- Copies of J-2 dependent passport
- Copies of current visa documents (if any)
- Copies of past DS-2019 (if any)
- Signed Statement of Responsibilities
- English Proficiency Form (copy of test results, **test must be taken within the last 5 years.**)