

Application for the DS-2019 for J-1 Visitors

The Bechtel International Center will issue a DS-2019 for the period of the initial appointment (for a maximum of five years) as long as there is evidence of continued funding, program consistency, and compliance with institutional policy.

The J Scholar Visa Request form is available via the Axxess portal at <http://axess.stanford.edu> under the OPA/Bechtel Center tab. If you are a Stanford department administrator and do NOT see 'J Scholar Visa Requests', [please complete and submit this web form to](#) request access to the link.

1. Then click the **J Scholar Visa Request** link.
2. The main page for J Scholar Visa Requests opens, displaying a menu of available options.
3. Select the transaction you need and click '**Continue**'.

All initial and transfer requests are charged a fee by the Stanford budget office. Please be sure to include the appropriate PTA in the designated field.

J-1 requests for Postdocs are routed to the [Office of Postdoctoral Affairs](#) for approval; requests for Medical School Visiting Scholars/Faculty are routed to the [Medical School Office of Academic Affairs](#) for approval; requests for Visiting Research Associates (NOT Visiting Student Researchers) are routed to the Dean of Research Office for approval. All other Workflow requests are routed directly to Bechtel for processing. Bechtel International Center receives DS-2019 transactions only after they are approved and forwarded by the appropriate office.

Before filling out the request, please:

- **verify English proficiency of the prospective J-1 visitor and retain documentation**
- **obtain a copy of the biographical page of the passport, and those of any dependents, if applicable**
- **obtain copies of previous DS-2019s, if applicable**
- **obtain proof of funding to verify sufficient funds for the entire length of the program**
- **determine the prospective visitor's country of PERMANENT residence. This may not be the country in which they are currently residing.**

ENGLISH PROFICIENCY

The prospective visitor should have sufficient proficiency in the English language to successfully participate in his/her program and to function on a day-to-day basis.

Departments must retain “evidence” of “objective measures” of a prospective Exchange Visitor’s English proficiency

This ‘objective measure’ can take the following forms:

1. A TOEFL score (or equivalent test) of 89 or higher
2. Signed documentation from an academic institution or English language school
3. A documented interview conducted by the department either in-person, by videoconferencing, or by telephone if videoconferencing is not a viable option. For sample questions to use in interviews of prospective J Scholars, please feel free to use the following: [Questions for Interviews for Assessing English Proficiency](#). To document this “evidence”, we encourage you to use the [English Proficiency Form for J Scholars](#) to be completed, printed and signed and retained for three years after.

Exemption from English proficiency:

Exemptions are granted to applicants who have earned a U.S. bachelor’s, master’s, or doctoral degree from a college or university accredited by a regional accrediting association in the United States, or the international equivalent degree from a university of recognized standing in a country in which all instruction is provided in English. Therefore, applicants with degrees from the U.S., Australia, Canada (except Quebec), New Zealand, Singapore, Ireland and the United Kingdom (England, Scotland, Northern Ireland, Wales) are exempt from the English Proficiency requirement.

VISITOR'S STANFORD UNIVERSITY CLASSIFICATION

There is often confusion between the Visiting Scholar, Visiting Researcher, and Postdoctoral Scholar classifications. If you are unsure of the differences among them, please read these University memos for clarification:

- [Visiting Scholars](#)
- [Postdoctoral Scholars](#)
- [Visiting Student Researchers](#) (Formerly called Visiting Researchers)

VISITOR'S PRIOR J VISA STATUS

Check with the Visitor to see if he/she has been in any J visa status within the last **two years**. If so, request copies of previous DS-2019s and note the following:

- J visa status (e.g. J-1 or J-2)
- J category type e.g. Research Scholar, Short-Term Scholar, Student, etc. (noted in of the DS-2019 - "Exchange Visitor Category")

- Start and end dates of the J visa status

Determine whether the visitor is currently in the U.S. in another visa status or in J status under another program sponsor.

If he/she is currently in the U.S. in another visa status, find out what visa status, the end date of that status, and whether they plan to change status to J by departure and re-entry or by applying for the change of status by mail in the U.S.

IMPORTANT INFORMATION CONCERNING TRANSFERS: If the visitor is currently in the U.S. in J Research Scholar or J Short Term Scholar status, the record may need to be TRANSFERRED to Stanford.

In such cases use the Transfer to Stanford Request Form. You will need to:

1. Send copies of the visitor's current DS-2019 and those of any dependents to Bechtel International Center. Please contact internationalscholars@stanford.edu for details.
2. Provide the name and email address of the international scholar advisor at the visitor's current institution on the Transfer to Stanford DS-2019 request.
3. Provide the visitor's current U.S. residence address and telephone number.

ENTERING VISITOR'S PASSPORT INFORMATION IN WORKFLOW

- Enter the name as noted on the machine-readable strip at the bottom of the biographic page of most passports. Any discrepancies may result in an incorrect document being issued which may cause delays in issuance of the J1 visa by the U.S. Consulate and may make it necessary for a new corrected document to be issued and sent to the visitor.
- For *Visiting Student Researchers*, please also make sure the biographic information on the Registrar's Visiting Student Research application that you submit to the Registrar's office matches the biographical information in the passport.

Passports for these countries note the province, prefecture or canton, respectively, which is not the same as the birth city. You will need to ask the visitor for his/her birth city and, if applicable, the birth cities of any dependents.

PERIOD OF STAY of 6 MONTHS OR LESS

Determining the SEVIS category:

- Short-Term Scholar is generally used when a scholar visits Stanford or another U.S. institution for no more than six months.

Pros:

Will not invoke the 24-month bar on repeat participation

Can be used as a category while subject to the 24 month bar, if previously invoked

Cons:

Cannot be extended *under any circumstances*

There must be at least a two-month gap between consecutive short-term programs

- Research Scholar is used for long term programs

Pro:

Can be extended for up to five years

Con:

Subject to the 24 Month Bar, (link) no matter how short or long their stay in J status.

***Note that the '24 Month Bar' (link) is NOT the same as the '[Two Year Home Residence Requirement](#)' (link)**

Description of Program/Field of Research

- Provide a short general description of the type of research and/or program activities to be conducted by the visitor. For example: Research and teaching in Economics, Research in Radiology, etc. Please do not include the name of the Principal Investigator / Faculty Host.

FUNDING

- [Funding Requirements](#) >> (link)

Funding can come from more than one source, but the host department must obtain documentation all funding, and retain this documentation for three years after the end of the visitor's program.

- Funding from Stanford sources or disbursed by Stanford should be listed under Stanford funding.
- Funding provided directly from an outside organization should be listed under Other Organizations. The organization must be listed in the appropriate field, along with the funding amount from that source.
- Funding provided by the visitor's home country government should be listed under Government Funding.
- Funding amounts from the visitor's personal funds should be listed under Personal Funding.

Dependents

Only unmarried children under age 21 and the spouse are eligible for J-2 status. Dependents who were born in the U.S. are not eligible for J-2 status. The J-1 will need to provide extra funding support for all J-2 dependents. ([Link to J2 dependent page](#))