



Request for Issuance of Form DS-2019 for a Visiting Scholar

The following information must be submitted to the International Center in order to comply with federal regulations governing the invitation and appointment of foreign visiting scholars at Norwich University. Upon review and approval of the information below, the International Center will work within the US Department of Homeland Security's SEVIS system to issue the Form DS-2019, which is the immigration document that a Visiting Scholar must have in order to secure a visa and enter the US in J-1 visa status, and will send it via DHL to the Visiting Scholar, along with other important information.

INSTRUCTIONS FOR COMPLETION AND SUBMISSION

This form is a fillable PDF, so please complete the form electronically, save, and then send as an attachment to international@norwich.edu with "**DS-2019 Request for Visiting Scholar: [INSERT SCHOLAR'S NAME]**" in the subject line. Be sure to also attach scanned copies of any additional documentation requested on the form below, if applicable.

VISITING SCHOLAR'S BIOGRAPHIC/DEMOGRAPHIC INFORMATION

Please include a copy of the passport page containing the photo and expiration date for the Visiting Scholar and any accompanying family members.

Family Name: _____

Given Name: _____

Middle Name: _____

Gender: _____ Male _____ Female Date of Birth (mm/dd/yyyy): _____

City of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

Country of Legal Permanent Residence: _____

Position/Occupation in Home Country: _____

Permanent Address in Home Country:

Current Mailing Address:

INTERNATIONAL CENTER

158 HARMON DRIVE NORTHFIELD, VT 05663-1035 T 802.485.2582 [HTTP://INTERNATIONAL.NORWICH.EDU](http://INTERNATIONAL.NORWICH.EDU)



Email Address: _____

Telephone Number: _____

VISITING SCHOLAR'S CURRENT IMMIGRATION INFORMATION

If the Visiting Scholar is currently INSIDE THE UNITED STATES, what is his/her current immigration status?

___B-1 ___B-2 ___F-1 ___J-1 ___H-1B Other: _____

Please scan and attach a copy of the individual's current immigration documents (e.g., Form I-20, Form DS-2019, Form I-797, Form I-94 Arrival/Departure Record, etc.).

Has the Visiting Scholar had any prior visits to the US in J status in the last 2 years? ___Yes ___No
If yes, please scan and attach copies of all previous Form DS-2019s and all previous J visa stamps.

VISITING SCHOLAR'S NORWICH APPOINTMENT INFORMATION

Norwich College/School: _____

Norwich Department: _____

Site of Activity (actual street address/location where the Visiting Scholar will perform his/her duties):

Primary activity at Norwich: ___Teaching ___Research ___Other: _____

Proposed Start Date (mm/dd/yyyy): _____

Proposed End Date (mm/dd/yyyy): _____

You must scan and attach the invitation/appointment letter and submit it along with this form. The letter must contain the following language and/or information:

- **LANGUAGE THAT MUST BE INCLUDED:**
 - "This invitation is subject to you satisfying all the requirements of Norwich University's Exchange Visitor Program, as well as all applicable federal regulations. This invitation is extended with the understanding that you have adequate command of the English language to participate successfully in the program."
 - "The broad purpose of the Exchange Visitor Program is to promote international educational and cultural exchange, in order to develop mutual understanding between the people of the United States and other countries. Exchange programs exist in a variety of formats and permit visitors to come to this country for a wide range of activities. Norwich University's Exchange Visitor Program provides opportunities for study, teaching, and research."
 - "Many participants in the Exchange Visitor Program are subject to a requirement that they return home for a minimum of two years upon completion of their program. The purpose of the requirement is to allow the home country to benefit from the Exchange Visitor's experience in the



United States. The terms of this requirement are specified on the Form DS-2019, which you will receive from the International Center at Norwich. If you have questions about the requirements and whether or not they apply to you, please contact the International Center or ask the Consular Officer when you apply for your visa.”

- “Federal regulations require that all J-1 Exchange Visitors and their dependents have adequate medical insurance coverage which provides 1) \$50,000 of coverage per accident or illness, which may include a deductible of up to \$500 and up to a 25% co-insurance provision; 2) \$7,500 for repatriation of remains; and 3) \$10,000 for emergency evacuation back to your country. Failure to maintain insurance coverage will result in termination of your status in the US.”
- “Within 5 days of your arrival in Northfield, please make an appointment with the International Center to check in, receive a brief orientation, and to complete required information in the US Department of Homeland Security’s SEVIS system. Call 802.485.2582 or email international@norwich.edu to request an appointment.”
- **INFORMATION THAT MUST BE INCLUDED:**
 - A detailed description of the duties and responsibilities (i.e., what will they be researching or teaching);
 - The location where the research and/or teaching activities will take place; and
 - Specific dates of invitation.

SOURCE(S) AND AMOUNT(S) OF FINANCIAL SUPPORT

Norwich: _____ (amount in US dollars)

Other Source(s): _____ (amount in US dollars)
Please attach scanned copies of documentation verifying the source and amount of funding.

Personal Funds: _____ (amount in US dollars)
Please attach scanned copies of supporting documentation (e.g., bank statement)

ACCOMPANYING DEPENDENT INFORMATION

If a spouse or dependent child(ren) will accompany the Visiting Scholar to the US, please contact the International Center. We will need additional information regarding each dependent. Additional financial support may be also required.

INSURANCE INFORMATION

Federal regulations require that each Visiting Scholar in J-1 visa status and his/her dependents in J-2 visa status maintain medical insurance coverage for the full duration of their program. The US Department of State has established specific requirements for the type and amount of coverage:

- \$50,000 in coverage for each accident or illness.
- \$7,500 in repatriation benefits.
- \$10,000 for travel if you must be sent home because of serious illness or injury.
- No more than a \$500 deductible per accident or illness. No co-payment greater than 25%.

The Visiting Scholar will be required to submit proof of insurance coverage to the International Center upon arrival at Norwich and attendance at the required check-in with the International Center.



COLLEGE/SCHOOL/DEPARTMENT/PROGRAM APPROVAL

Initiating Faculty Member: _____

Signature (may be electronic): _____

Phone number: _____ Email Address: _____

Date: _____

Department Chair / Program Director: _____

Signature (may be electronic): _____

Phone number: _____ Email Address: _____

Date: _____

Dean: _____

Signature (may be electronic): _____

Phone number: _____ Email Address: _____

Date: _____

INSTRUCTIONS FOR COMPLETION AND SUBMISSION

This form is a fillable PDF, so please complete the form electronically, save, and the send as an attachment to international@norwich.edu with “**DS-2019 Request for Visiting Scholar: [INSERT VISITING SCHOLAR’S NAME]**” in the subject line. Be sure to also attach scanned copies of any additional documentation requested on the form above, if applicable.