If this is your first Indiana University appointment, please immediately send 1) a completed and signed IU ED Form, [http://www.indiana.edu/~uhrs/pubs/forms/hrms/ed.pdf](http://www.indiana.edu/~uhrs/pubs/forms/hrms/ed.pdf), and 2) a copy of your passport name page showing your passport name, date of birth, passport number, passport expiration date. We need these to create the unique University identity number that will be used to prepare your IU appointment and visa documents.

On the ED Form, select appointment type “Academic” (visiting faculty, adjunct faculty, paid or unpaid visiting scholar or researcher, FLTA, Rezler Gyula Scholar, Peking University Exchange Scholar).

If a passport expires less than six months past your expected date of departure from the US, renew in advance of travel. It is not necessary to renew before submitting the ED form, passport copy, and information for preparation of the DS-2019 (J-1 visa) application form.

If you need a visa to enter the US, send the following details. Allow at least three months and preferably six to eight months for IU processing and mailing.

**Details for the DS-2019 J-visa application**

*This application is for visa visits exceeding 15 days. For visits of 1-15 days, use your IU invitation letter to request a B1/B2 (Business/Pleasure) visa at a US Embassy or US Consulate in your home country. If you are a citizen or eligible national of a Visa Waiver Program country and will visit the US for 90 days or less, see the ESTA application at [https://esta.cbp.dhs.gov/esta/](https://esta.cbp.dhs.gov/esta/).*

Last name on passport (family name/surname):  

First name on passport:  

Middle name on passport:  

Date of birth (*Month*/Day/Year):  

Gender (Male or Female):  

Marital Status: (Single or Married):  

City of birth:  

Province of Birth (optional):  

Country of birth:  

Country of citizenship:  

Country of legal permanent residence:  

Are you currently in the US?:  

- If yes, do you plan to travel outside the US prior to coming to IU?  
  Give expected departure and re-entry dates.  
- What is your current non-immigrant status (visa type, business traveler, etc.)?:
Current or most recent position (job title) in home country (including student status).

- If student, indicate degree level bachelor, masters, PhD):

Current or most recent employer (name of institution) in the home country:

Current email address:

Have you previously been to Indiana University?:

- If yes, give the approximate dates (beginning and end dates) for each time you have ever visited, worked at, or taken a course on an IU campus:

Will you visit any other institutions for business during your IU program?

- If yes, provide the institution name, full address, and dates for each planned visit.

- If you will live in a second city (besides Bloomington) for more than a brief visit to conduct research at another US university, arrangements should be made in advance to facilitate visa transfer between institutions. The visa transfer process is simplified if this is discussed before the DS-2019 is prepared. The DS-2019 application should be processed through the first university and both Indiana University and the other university should be listed on the DS-2019 form.

  o NOTE: CEUS visiting researchers should not use research visas as a way to stay in the US for extended visits with family.

Have you previously been in the US in J-1 or J-2 status?:

- If yes, give approximate dates (beginning and end dates) for each time you have been in the US in a J-1 or J-2 status:

- Have you applied for or been granted a waiver of 212(e) - also known as the two year rule?


**DEPENDENT DETAILS**

Will dependent family members (spouse or children) accompany you to the US?

- How many non-US citizen family members will come to the US as your dependents?:
- Submit a copy of the passport for each accompanying dependent including passport name, passport number, date of birth, passport expiration date.

Provide details for each accompanying dependent family member:

- Last name (as appears in passport):
- First name (as appears in passport):
- Middle name (as appears in passport):
- Date of birth (Month/Day/Year):
- Gender (Male or Female):
- Relationship to you (husband, wife, son, daughter):
- City of birth:
- Country of birth:
- Country of citizenship:
- Country of permanent residence:
- Dependent’s email address (if non, write “None”)

**YOUR CONTACT INFO:**

- Home address:
- Telephone number(s):
- E-mail address(es):
- Office address:

- Mailing address to which we should send the DS-2019 (J-1 visa) form when it has been processed by IU:
  - It must be a street address, not a Post Office box.
  - If Express Mail is used, you or a sponsor must pay the express mailing fee. (You can reimburse CEUS for the express mailing fee after arrival in the US.)

**PROOF OF ENGLISH LANGUAGE PROFICIENCY**

Effective January 5, 2015, the U.S. Department of State requires J-1 Exchange Visitors to possess “sufficient proficiency in the English language, as determined by an objective measurement of English
language proficiency, to participate in his or her IU program and to function on a day-to-day basis.”

The new rule requires IU to use one of the following objective measurements of English language proficiency and to upload proof when we request a DS-2019 (J-1 visa) for an international visitor. We must retain evidence of how we measured proficiency so the proof may be made available to the Department of State upon request. Proof must be within the last twelve months.

- A recognized English language test;
  o Internet-based TOEFL minimum 105, or
  o Print-based TOEFL minimum 620, or
  o IELTS minimum 7.5, or
  o MELAB minimum 87

- Signed documentation from an academic institution or English language school confirming proficiency level;

- A documented interview conducted by the sponsoring department either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option; or

- Confirmation that your native language is English.
  o Usually confirmed by submitting evidence of completing at least three full years of secondary school in one of the following approved countries or having citizenship in one of these countries: Anguilla, Antigua, Australia, Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada, Dominica, Gambia, Grand Cayman Islands, Grenada, Guyana, Irish Republic, Jamaica, Kenya, Micronesia, Montserrat, New Zealand, Nigeria, Philippines, Saint Kits & Nevis, Singapore, St. Lucia, St. Vincent & the Grenadines, Tanzania, Tobago, Trinidad, Turks & Caicos Islands, United Kingdom (England, Northern Ireland, Scotland, Wales), or Zimbabwe.

Send us proof of your English language proficiency. Or send the information needed to contact you by Skype or other videoconferencing equipment. (Or by telephone if videoconferencing isn’t available.)
PROGRAM DETAILS

Name of your faculty host in the IU Central Eurasian Studies Department:

- Submit a copy of the letter of invitation.

Specific subject/field of proposed research at Indiana University:

(Be brief: a few words or 1-2 sentences.)

Estimated date of arrival in the US:

- Your arrival and departure dates should be the dates you will actually do research on the IU campus. You can enter the US up to 30 days before this arrival date. Your actual entry date should match the letter of invitation. If necessary, your faculty host or the Department of Central Eurasian Studies will send a new letter of invitation to match the actual arrival/departure dates when those dates are known. Your dependent family members can enter the US with you or later than you, but not before you.

- You are expected to visit the IU Office of International Services within 1-3 days of arrival in Bloomington and within a week of arrival in the US.

Estimated date of final departure from the US:

- You can leave the US at any time before the end date on the DS-2019 form. J-visa Visiting Scholars can stay in the US up to 30 days after the end date. (Visiting Short-term Scholars cannot extend the six month limit.)

- You can travel outside the US temporarily for a conference, vacation, etc., during your visa program. Before you travel outside the US, seek advice from the IU Office of International Services and obtain a travel signature on your DS-2019 to insure there will be no problems re-entering the US.

The type of J-visa Visitor Category you seek (primary activity while in the US): Short-Term Scholar? Or Research Scholar? Or Professor?

- **Short-Term Scholar:** for a stay of six months or less, for the purpose of lecturing, observing, consulting, training, or demonstrating special skills. This category includes short-term research scholars. The Short-Term Scholar visa cannot be extended beyond six months. You must leave the US within the six month period. Short-term scholars cannot stay in the US even one day beyond six months.

- **Research Scholar:** for a stay up to five years, primarily conducting research, observing, or consulting in connection with a research project; may also teach or lecture. Our department allows an initial visa period up to 12 months. Request extensions through Department at least 2 months before your visa end date. Extensions are up to 12 months each and require new proof of finances and continuing need for IU research resources.

- **Professor:** for a stay up to five years, primarily teaching, lecturing, observing, or consulting; may also conduct research.
NOTES:

- Any individual who has been in the United States for more than six months in the previous year in J status is not eligible to enter the US as a J-1 Research Scholar or Professor for a 12-month period.

- The J-1 Research Scholar or Professor must not be a candidate for a tenure track position; cannot have participated in and completed a research scholar program within the last 24 months preceding the start date for this new research program, and cannot have participated in a J-visa program for all or part of the 12-month period preceding the start date for this new research program unless currently in a Research Scholar or Professor program and now transferring to another US institution to continue the current J-1 program, or the prior physical presence in the US on a J-visa program was less than six months in duration and as a Short-Term Scholar.
  - If you expect to transfer from Indiana University to another US institution to continue your J-1 program without leaving the US, tell us in advance to make the process easier.

- Individuals subject to the 12-month bar may return to the US in another visa type or as a J-1 in another category such as Short-term Scholar or Student.

- Time spent in the J-1 Short-term Scholar category (less than six months) does not count towards the 12-month bar. This is the best option if you will be at IU for less than 6 months and might want to reenter the US on another visa in the near future.

- When an exchange visitor arrives in the US in J-1 status in the Research Scholar or Professor category, a 5-year eligibility “window” opens. When the Research Scholar program ends —no matter if it is several weeks or a full 5 years later —the exchange visitor becomes subject to a 24-month bar on repeat participation as a J-1 exchange visitor in the Research Scholar or Professor categories. (Wait requirements may vary by country.) This 24-month bar means that the exchange visitor will not be able to start a new Research Scholar or Professor program at any institution in the US until two years have passed from the completion date of the previous program. Those two years may be spent outside of the US, in the US in another J category, or in the US in another immigration status.

- Some visa types are subject to a two-year home country physical presence requirement that requires return to their “home” countries and be physically present there for two years before being eligible for immigrant status, an H visa, or an L visa. Exchange visitors subject to the requirement are not eligible to change to permanent resident status or any other non-immigrant category (except A and G) while in the US. An exchange visitor may request that the 2-year home country physical presence requirement be waived. Information regarding the waiver process is available on the US State Department website.

FINANCIAL DETAILS

You must submit proof showing a minimum of $1200 per month for yourself, $500 per month for the first accompanying dependent, and $300 per month for each additional dependent.
If your financial support is from outside Indiana University, provide proof such as a copy of a bank statement or a letter from your bank showing sufficient personal funds. If support is from an agency, university, business or government, submit a letter on official stationery certifying financial support and specifying the amount of support in US dollars and the dates covered.

Documentation of funding should be in English or accompanied by an official translation into English.

- List the total amount of funding (in US dollars*) from each source:
  - Indiana University  $
  - US government agency (Provide name of agency)  $
  - International organization (Provide name of organization)  $
  - Your government  $
  - Binational commission  $
  - All other organizations  $
  - Personal funds  $

*For currency conversion, see [http://www.xe.com/currencyconverter/](http://www.xe.com/currencyconverter/)

**MEDICAL INSURANCE**

All J-1 scholars and J-2 dependents are required to have medical insurance for the duration of their program. See Supplemental Information for Visa Visitors at the end of this questionnaire.

How will this requirement be met?:

- By purchase of insurance after arrival at IU?
- By proof of purchase of qualifying insurance coverage in your home country that can be used in the US?
- By proof of qualifying insurance coverage provided by your home institution or financial sponsor that can be used in the US?
CONFIRMATION SECTION

By submitting this form to your IU faculty sponsor and/or the IU CEUS Department, you confirm:

- all information you provided is true and accurate, including proof of funding and English language proficiency;
- the topic of your research is a Central Eurasian Studies Department field of study and you have provided your IU faculty sponsor and CEUS with a copy of your research proposal;
- Indiana University resources are necessary to your research;
- *you are coming to Indiana University to conduct research, not to enroll in classes*;
- you will meet regularly with your faculty host to insure adequate research progress; and
- you will comply with all US visa and IU Office of International Services requirements including but not limited to departure dates, visa extensions, medical insurance, and notification of changes of local address.

ELECTRONIC COPIES NEEDED

☐ **Passport name/ID page** showing name, date of birth, passport number and passport expiration date for yourself and any dependents. IMPORTANT: Non-US citizens are denied entry at the US border if the passport expires within six months of arrival, so renew in advance of travel. We can prepare the DS-2019 (J-1 visa) application form if you send us a copy of the current passport before you apply to your government for passport extension. But you must have the updated passport before arriving in the US.

☐ **Proof of funding** showing sufficient financial support for yourself and any accompanying dependents. Documentation of funding should be on institutional letterhead in English or accompanied by an official translation into English with currency converted into US dollars.

☐ **Proof of English language proficiency** (dated within the last twelve months)

☐ A copy of the **letter of invitation** from your Indiana University faculty sponsor.

☐ **CV**

☐ **Research plan** The research plan should include the focus of your research at IU (must be a Central Eurasian Studies Department field of study; if not, you should apply through another IU department), the IU resources you have identified as necessary to your research, and the expected end product of your research such as a book manuscript, article for publication, dissertation, a course you will teach in your home country, etc.
SUPPLEMENTAL INFORMATION FOR VISA VISITORS:
Also see https://ois.iu.edu/visas/faculty-visas/j1/index.html

MEDICAL INSURANCE REQUIREMENT
Regulations governing the Exchange Visitor Program require the J-1 Exchange Visitor and J-2 dependents to have medical insurance at coverage levels set by the US Department of State during program participation. Failure to maintain adequate medical insurance may result in termination of Exchange Visitor status.

Following are the minimum coverage requirements for participation in the IU Exchange Visitor program:

- $100,000 for each sickness or illness (for women this must include maternity/pregnancy care)
- $100,000 for each accident or injury
- $50,000 for medical evacuation (in case you must be returned to your home country for medical care)
- $25,000 for repatriation (in case of death, this covers the cost of returning the body to the home country)
- Additionally, your health insurance policy cannot have a deductible that exceeds $500 per accident or illness

Within one week of your arrival, you must provide proof to IU Office of International Services that you have insurance sufficient to validate your Exchange Visitor Program participation. If you do not already have health insurance that meets these minimum requirements, you may purchase health insurance from any private company or through an Indiana University insurer with help from the IU Office of International Services. See http://ois.iu.edu/living-working/health/insurance/index.shtml for specific coverage information for Visiting Scholars. For information and prices contact ois@indiana.edu.

You may purchase insurance from any company if it meets the minimum coverage requirements outlined above.

If you will be employed by IU and are unsure if your employment includes health insurance, contact the academic department hosting your visit.

CAUTION: Don’t buy insurance in your home country that is less than the minimum coverage required for a US visa. An Uzbek company sold insurance to visiting scholars in 2015-16. The company’s highest coverage policy did not meet US minimum requirements. The visitors had to buy new insurance after arriving at IU. The Uzbek company refused to refund their money.

ADDRESS REPORTING REQUIREMENT

US Immigration requires all active status J-1 Exchange Visitors to have a current local address on file within the SEVIS system. Report your address information through IU iStart online services at istart.iu.edu using your Indiana University username and ID number. Submit the “Change of Local Address” e-form. IU Office of International Services will update your SEVIS record with US Immigration and your local address on file with the university.

If you move during your J-1 program, US federal regulations require Exchange Visitors and their families to report any change in address within 10 days of moving. This update can also be made via iStart.

Note: The address reported must be the street address, city, and zip code where you and your dependents physically reside in the US. Post Office Box addresses (P.O Box) or departmental university/business addresses are not valid for this purpose.