

Pratt Institute Office of International Affairs

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DS-2019 INITIAL REQUEST INSTRUCTIONS

Please complete and return the request materials to the Office of International Affairs (OIA) 3-4 months before the start date of the J-1 Exchange Visitor's program. OIA processing time is approximately 10 business days from receipt of a COMPLETE DS-2019 request and ALL required attachments. Incomplete DS-2019 requests cannot be processed and will lead to delays in processing.

FORM A: To be completed by the sponsoring department

Request Type:

- **New:** Select for initial request for scholars currently abroad.
- **Transfer IN:** Select for scholars currently in the U.S. in J-1 status at another institution wishing to transfer to the Pratt Institute.
- **Change of Status:** Select for scholars currently in the U.S. in another status (i.e. F-1, etc.) wishing to change to J-1 status.
- **Amendment:** Select for updating current Pratt scholar's funding, change in department, change in appointment, etc.

Section 1: Scholar Information

1. **Name:** Enter name of scholar as it appears in their passport. Attach a copy of the passport, including pages or extension stamp (if applicable).
2. **Date of Birth:** Enter birth date in Month, Day, Year (mm/dd/yy) format.
3. **Gender:** Select gender of scholar.

Section 2: Program Information

4. **Appointment Date:** Should be the actual dates of association or appointment dates with Pratt. This will determine the J-1 program category, therefore is must be accurate.
5. **Extension:** Indicate if there is a possibility of extending the scholars appointment beyond the current request date.
6. **J-1 Category:** Research Scholar: up to 5 years duration. Professor: up to 5 years for teaching positions only. Short-Term Scholar: up to 6 months duration. Scholars with stay less than 6 months will be given the Short-Term category unless the OIA is notified. Please contact our office for assistance.
7. **Payroll or Non-Paid Position Title:** Must be an approved title from the appropriate units, i.e. School of Architecture, Human Resources, Office of Research Affairs, or Office of Graduate Studies.
8. **Title Code:** Enter the appropriate position title code.
9. **Pratt Field of Research:** Related to their activity at Pratt. Keep it general and short, i.e. Undergraduate Architecture. This may be different than the field of their degree.
10. **Activity at Pratt:** Specify whether the scholar will engage in research or teaching duties.
11. **Tenure:** Indicate if the current appointment is a permanent tenure track position at Pratt.

Section 3: Financial Support Information

The minimum monthly financial support required for J-1 non-immigrants are as follows:

Pratt salaried and non-salaried visitors:

Single:	\$1,800
Married (or single w/ 1 child):	\$2,300
Married w/ child:	\$3,200
Married w/ 2+ children:	\$3,700

Proof of funding is required for non-salaried visitors.

All documentation must be translated to English and the amount must be converted to US dollars.

- **Pratt Funding:** This includes federal grants disbursed through Pratt. Please provide a support letter or offer letter.

- US Government Agency: Only if directly paid to the scholar.
- Visitor's Home Government: Only if directly paid to scholar, such as any government agency, ministry, or department.
- International Organization: Only if directly paid to the scholar; for example, NATO, UN, WHO.
- Binational Commission: Only if directly paid to the scholar; for example, Fulbright.
- Other: For example, home country's employer, institute, university, private foundation, including grants not paid directly to scholar. Please specify the name and attach proof.
- Personal Funds: Attach a recent bank statement in English.

12. Health Insurance: Indicate if Pratt sponsoring department will pay for health insurance.

Section 4: Department Certification

The appropriate signatures are required from the department chair, faculty sponsor, and department administrator. This certifies that the department agrees to the terms and conditions as stated on the form.

- OIA will notify the department administrator listed when the DS-2019 is ready for pick-up or to contact for any questions.

13. Site of Activity: If the physical work location is not on Pratt's Brooklyn Main Campus, please specify the name and address.

FORM B: To be completed by the visitor

Please send the completed Form B directly to the sponsoring department. The OIA will not forward the form to the department.

Section 1: Personal Information

1. Name: Enter name as it appears on the visitor's passport, separated by Family name, Given name, and Middle name.
2. E-Mail: Provide contact e-mail address.
3. Gender: Select gender.
4. Date of Birth: Enter in Month, Day, Year (mm/dd/yy) format.
5. City of Birth: Do NOT enter province or state; only city of birth.
6. Country of Birth: Enter country where the scholar was born.
7. Country of Citizenship: Enter country which scholar holds passport. If scholar holds multiple passports, enter the country which the scholar will use to enter the U.S.
8. Country of Legal Permanent Residence: Enter only the country which the scholar has legal permanent residence, which may not be the current country of residence.
9. Current/Last Activity in Country of Citizenship and Name of Employer: Specify the scholar's last occupation or activity in their country of citizenship. For example, master's or bachelor's student, research assistant, professor, engineer, medical doctor at a hospital, etc. Also provide the name of the last employer or name of institution if they were a student.
10. Highest Academic Degree: Indicate the highest degree the scholar already received. The degree must be equivalent to a US degree. Do not enter current degree pursuing or pending approval. Enter the date the degree was awarded.
11. Medical Degree: Indicate if you currently hold a medical degree such as M.D., O.D., MBSS or MBBCH.

Section 2: Financial Support Information

12. Please see page 1 of this instruction sheet for break down of requirements. Please enter information of all financial support the scholar will receive during their stay in the U.S. in J-1 status. Proof of funding is required for non-salaried visitors. **All documentation must be translated to English and the amount must be converted to US dollars.**

Section 3: Dependent Information

J-2 status is available for legal spouse and children (under 21 years old), who will join the scholar only. Passport pages are required for all requested dependents. Do not enter dependent information if they are already sponsored in J-2 or other statuses.

13. Marital Status: Select current marital status.
14. Dependent Travel: Indicate if J-2 dependent(s) will accompany J-1 primary to the U.S. at the same time.
15. Separate Travel: Indicate if J-2 dependent(s) will travel separately at a later time, if so, indicate when.

Section 4: US Visa History

16. Currently in the U.S.: Indicate if the scholar is currently inside the U.S.

a. Current Immigration Status: Indicate the scholar's current immigration status. If the scholar is currently in the U.S. on a different status, (i.e. F-1, B-1, B-2, etc.), include the following:

- o Copy of the I-94 card (front and back) including dependents.
- o Copy of I-20 for F-1 students and any accompanying dependents.
- o Copy of passport biographical page for scholar and dependents.
- o Copy of EAD card if applicable.
- o Copy of I-797 approval notice if applicable.

The scholar must make an appointment with an OIA Scholar Advisor to discuss the process as soon as the department is aware that the scholar will need to change status.

b. If YES, select how the scholar will change their status to J-1.

- Depart/Re-entry:** By departing the US and applying for a J-1 visa at a US Consulate or Embassy abroad, then returning with a J-1 visa stamp.
- Change of Status:** By filing a Change of Status (I-539) application with Immigration Services (USCIS).
- Transfer:** If the scholar is in J-1 status at another US institution and is transferring to Pratt, include the following:
 - o Copy of I-94 card for scholar and dependents (front and back).
 - o Copy of ALL previous DS-2019 documents for scholar and dependents.
 - o Copy of passport biographical page for scholar and dependents.
- i. **212(e) Waiver:** Indicate if the scholar has applied for a waiver of the two-year home country physical residence requirement.

17. Labor Certification: Indicate if the scholar has ever received an approval for a labor certification for permanent residence.

18. Immigrant Visa Petition: Indicate if an I-140 or I-485 has ever been filed for permanent residence in the US.

19. Previous J Status: If they've been in J status within the last 2 years or are currently at another institution, the scholar must specify the exact dates and status.

FORM C: To be signed by the visitor

Please send the completed document Form C directly to the sponsoring department. The OIA will not forward the form to the department.

- This form certifies that the scholar understands the insurance requirements.
- Indicate what type of insurance coverage the scholar will have during their stay in the US.

Visitor is NOT ELIGIBLE for J status under the following circumstances:

1. If the scholar has completed a previous J program (eg. Student, Professor, etc.), which lasted more than 6 months and is now requesting a J status as a **Research Scholar** or **Professor** to start a new program, there must be a 12-month gap between the end date of the previous J-1 or J-2 program and the starting date of the new J program.
2. If the scholar has completed a **previous J program** in the US as a **Professor** or **Research Scholar**, they are subject to a **24-month Bar (gap)** to start a new J program in the US as a **Professor** or **Research Scholar**.
3. If the scholar has applied for an "H" class visa or US **Permanent Resident status** (green card).
4. If the scholar has applied for a **Waiver of the Two-Year Home Residence Rule** and received **approval** notification from the US Department of State or the US Citizenship and Immigration Services (USCIS).
5. If the position is **Tenure Track**.

For more information: If you have questions regarding the DS-2019 request process contact our office at (718) 636-3674 or by email at oa@pratt.edu.