



VCU

Global Education Office

J-1 NON-DEGREE STUDENT APPLICATION

PROCESS

To apply for a J-1 visa, an international visitor needs a Certificate of Eligibility for Exchange Visitor Status, also known as Form DS-2019, from VCU. Form DS-2019 is a controlled US government document. It is not available to the public.

Please complete this questionnaire and send it to Immigration Advising with the documents listed below. We will prepare a Form DS-2019 for the incoming student and send it to her with instructions for using it to apply for a J-1 visa at a US consulate abroad.

PROCESSING TIMES

For legal and administrative reasons, we cannot prepare a Form DS-2019 for an incoming visitor prior to 3 months before the expected VCU start date.

Please allow Immigration Advising at least 5 business days to prepare and send Form DS-2019 to the student. We send DS-2019 forms to incoming visitors by Federal Express. By law, a DS-2019 cannot be faxed or emailed to the visitor.

The student will use her DS-2019 to apply for a J-1 visa at a US consulate abroad. Consulate processing times vary but generally take 1-2 weeks from start to finish.

If the student is a citizen of Canada, she does not have to apply for a J-1 visa at a US consulate, but she does need a Form DS-2019. An incoming Canadian J-1 visitor simply presents her Canadian passport and DS-2019 upon arrival in the US.

J-1 NON-DEGREE STUDENT APPLICATION CHECKLIST

Please attach clear photocopies of the following documents to the completed questionnaire. Do not send original documents.

- Biographical data page of passport (visitor and each dependent) (the page of the passport showing the visitor's photo, biographical data, and passport validity dates)
- An important note about funding. For J-1 Non Degree Students, at least 51% of funding must come from an outside source (ie: VCU, their home institution, scholarship) and only 49% can be personal funding (bank statement)
- VCU invitation letter. Please see attached template. You may use another format as long as the information on the template is included.
- Confirmation of English Ability. Please see attached template.
- Processing Fee of \$100.00. This fee may be transferred via Journal Voucher to index number 1-10209 (account 600099). This Fee includes FedEx shipping of the J-1 package
- Printout of confirmation screen of Journal Voucher payment

INFORMATION ABOUT THE DEPARTMENT AND VISIT

Department/School:	
Campus Box Number:	

Name of Faculty Sponsor:	Campus Phone:	Email:
Administrative Contact:	Campus Phone:	Email:

Visitor's Name: _____
Family/Surname First/Given

Visitor's V number: _____

Proposed length of stay at Virginia Commonwealth University

From: _____ **To:** _____
Month Day Year Month Day Year

Please indicate the street address where the Exchange Visitor will perform duties, including zip code:

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Will the visitor have any patient contact? No Yes
 (If yes, our office will instruct you on the appropriate documentation.)

VISITOR INFORMATION

Date of Birth: _____
 Month Day Year

Male Female Dr. Mr. Mrs. Ms.

Family/Surname (as on passport)	Given Name (as on passport)	Middle Name
City of Birth:		Country of Birth:
Country of Citizenship:		Country of Legal Permanent Residence:
Level of Education: (Bachelors, Masters, PhD...)		
Major/Discipline:		

Email Address:
Telephone Number:
Address where DS 2019 should be mailed, please include postal code:

FUNDING INFORMATION

Ideally, we look for at least \$1,500/month in funding for a J-1 visit and \$500/month for each J-2 dependent (if any). Funding should cover the duration of the whole visit. 51% of funds must be from outside sources ie: VCU, the visitor's home institution, the US government, and international agency of which the US is a member, the visitor's home country government, or a scholarship, and only 49% can be from the visitor's personal funds.

Funding Source	
VCU	\$
Visitor's home institution	\$
US government	\$
International agency	\$
Visitor's home country government	\$
Visitor's personal funds	\$
TOTAL	\$

IMPORTANT: J-1S and HEALTH INSURANCE

By law, J-1 and J-2 visitors are required to obtain and maintain minimum medical insurance coverage for the duration of their stay in the US as J-1 and J-2 visitors, as follows:

Medical benefits	\$100,000
Repatriation of remains	\$25,000
Medical evacuation	\$50,000
Deductible per accident or illness	\$500

Failure to obtain and maintain the minimum medical insurance coverage is a violation of US law and can lead to the termination of the J-1 or J-2 visitor's status. The GEO office can provide help with student health insurance needs.

SIGN AND DATE

Visitor's VCU faculty host or supervisor	
Department Chair or Dean	
J-1 Exchange Visitor	

DATE

RE: **Invitation to Be a Non-Degree Student at VCU**

Student's Name

Dear [name of visitor]:

I am pleased to invite you to be present at Virginia Commonwealth University (VCU) as a non-degree student from [start date] to [end date] in [name of VCU school or department]. I will serve as your faculty host and supervisor for the duration of your visit to VCU.

Non-Degree Student Goals and Agenda

As a non-degree student at VCU, you will [describe the student's anticipated academic goals and agenda in some detail].

Support for Your Visit

I understand that financial and other support for your visit to VCU is being provided as follows: [list the financial support as it appears on the questionnaire, also list other non-financial "in kind" support, e.g., airfare, lodging, meals, medical insurance, etc., if any]

Patient Contact

NOTE: If the visitor will be hosted by a medical, nursing, or other clinical department, please include this paragraph. Otherwise, please delete this paragraph. "US law does not permit you to undertake any form of patient care while you are at VCU. You may not manage patients or have physical contact with patients either with- or without supervision by a VCU physician, nurse, or other licensed healthcare provider. Any activity you undertake in a medical, nursing, or other clinical setting must be research and observation only."

Conclusion

On behalf of VCU, we hope that your visit here will be professionally and personally productive, pleasant, and rewarding. If you have any questions about your visit to VCU, please contact me directly. I look forward to welcoming you to VCU in person.

Sincerely,

[Signature]

[Name]



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Confirmation of J-1 Visitor English Language Proficiency

Introduction

The US government now requires VCU to document that each person the university sponsors for a J-1 visa speaks sufficient English to engage in her intended academic activity here and to go about her daily life in the US. **Acceptable documentation includes:**

1. Results of a recognized English language test, such as TOEFL taken by the intended J-1 visitor; **OR**
2. A signed letter, on letterhead, from an English language school or program confirming the intended J-1 visitor's English language skills; **OR**
3. A signed statement, on letterhead, from the intended J-1 visitor's VCU sponsor (supervisor or advisor) that he or she has verbally determined the visitor's English language ability in person, by telephone, or by teleconference. (Email or other written determination is not acceptable.)

Please note:

- Only one of the above forms of documentation is required.
- Determination of English language ability is required of all intended J-1 visitors, including those from "English-speaking" countries. The requirement does not include an exemption for visitors from Canada, Britain, etc.

If your intended J-1 visitor is able to provide item 1 or 2 above, please include it with your department's request to sponsor the visitor for a J-1 visa.

If your intended J-1 visitor is not able to provide items 1 or 2 above, please prepare and sign a statement on VCU letterhead, as follows, and include it with your department's request to sponsor the visitor for a J-1 visa.

[Insert Today's Date]

RE: [Intended J-1 Visitor's Full Name]

To Whom It May Concern:

On behalf of VCU, I have determined that the intended J-1 visitor referred to above:

Speaks sufficient English to engage in her intended academic activity at VCU and to go about her daily life in the US. I have made this determination by (choose all that apply):

- In-person conversation between the intended J-1 visitor and me
- Telephone conversation between the intended J-1 visitor and me
- Videoconference between the intended J-1 visitor and me

The intended J-1 visitor's primary purpose for coming to VCU is to engage in formal English language study.

Sign Your Name: _____

Print Your Name: _____