Northwestern

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Department DS-2019 Request
Updated 10/2026

This form is for a Northwestern University department to request a DS-2019 for a J-1 Exchange Visitor and must be completed by an administrator. Before proceeding, please review our website for more detailed instructions. The program end date is based on an exchange visitor's current program terms such as available funding or contract dates, while the expected program completion date is the date the exchange visitor is expected to complete the (up to five year) J-1 program in full.

Exchange Visitor & Program Information

This request is for: Initial J-1 Research Scholar

Surname (Last): First Name:

Start Date: End Date: Expected Program Completion Date: Northwestern University Title:

Job Description:

Examples of valid job descriptions for each category:
Short Term (max 6 months): EV will collaborate with faculty/attend seminars/lecture/teach in the field of X. **[NOTE: The maximum program length for the J-1 short term category is 6 months. The J-1 program cannot be extended or transferred to another institution after 6 months.]**
Research (max 5 years): EV will conduct research in the field of X.
Professor (max 5 years): EV will primarily teach (and will also conduct research) in the field of X.
Student Intern (max 12 months: EV will participate in an internship program in the field of X as part of their degree program.

FUNDING INFORMATION

All J-1 applicants must provide proof of funding for the duration of their stay. Minimum levels: **$2,470/month** or **$29,640/year for a J-1.** Add **$610/month** for each dependent (spouse or child). This amount does not include health or childcare costs.

☐ Northwestern University $ per

☐ Northwestern University received funding for international exchange from one or more U.S. Government Agency(ies) to support this EV.

☐ Other Organization $ per

Organization Name(s):

☐ Personal funds of EV $ per

SITE OF ACTIVITY

Department Name:

Work Site Address: City: Zip:

If multiple sites of activity, please attach address information.

INSURANCE INFORMATION

Under regulations of the United States Department of State, all individuals who enter the U.S. on a J visa are required to have medical insurance to cover themselves and any accompanying dependents for the duration of the program. The Department of State requires that insurance must meet the following requirements:

☐ $1000,000 for each illness or accident with a deductible not to exceed $500 per illness or accident
☐ $50,000 for medical evacuation
☐ $25,000 for repatriation of remains

*Please note: The Exchange Visitor must consult Northwestern University's Office of Risk Management prior to purchasing separate insurance as Northwestern University's requirements are higher than the Department of State. Insurance purchased abroad must meet the stated requirements, be approved by Northwestern University's Office of Risk Management, and be continuous for the J-1 exchange visitor and any J-2 dependents. It is the responsibility of the EV to provide insurance information and policy coverage to their sponsoring department. Willful failure to maintain insurance coverage during the J-1 program will result in the termination of the program.

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FEE AUTHORIZATION

An OISS fee of $360 will be charged once your application is received by our office. If this application is submitted within two weeks of the EV's start date, an additional $225 OISS rush fee will be charged. The rush fee cannot be charged to a grant account and must be charged to a department/discretionary account. PLEASE NOTE: Your account number will always be 76780; please keep it open for 4 weeks.

Northwestern University Finacials Chartstring:

Fund:	**Dept ID:**	**Project ID:**	**Activity:**	**Program:**
3 digits	**7 digits**	**8 digits**	**2 digits**	

Rush Fee Chartstring (if necessary):

Fund:	**Dept ID:**	**Project ID:**	**Activity:**	**Program:**
3 digits	**7 digits**	**8 digits**	**2 digits**	

NOTE: To ensure that your DS-2019 is issued in a timely manner, please confirm the accuracy of your Chartstring and ensure that funds are available before submitting your request. We will not be able to issue any documents until the Chartstring has been charged and cleared through our accounting system.

COMPLIANCE

In compliance with federal regulations governing the J-1 Exchange Visitor Program, you are certifying that all information in this request is true and accurate to the best of your knowledge. Your signature below indicates that you will abide by the following:

- ☐ Notify OISS immediately of any changes in the terms or conditions of the EV's program. (Including employment or payment not listed on the DS-2019 and/or early completion.)
- ☐ Inform the EV of health insurance requirements and responsibility of premium payments.
- ☐ Ensure that the EV has appropriate academic credentials for their category and for their position.
- ☐ Confirm that the J-1 visa program will not be used for tenure-track or tenured faculty appointments
- ☐ Provide adequate office space and support to the EV for the duration of their program at Northwestern University.
- ☐ Notify OISS immediately of any "serious incident or controversy" involving a J-1 exchange visitor as outlined on this **page**

DEPARTMENT SIGNATURES

Department Contact:

_____ Date:

(sign here)

Hiring Individual/PI:

_____ Date:

(sign here)

Dean/Director/Chair:

_____ Date:

(sign here)

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REQUIRED DOCUMENTATION

Required for All requests:

☐ Official University Position Confirmation – must cover specific dates (not needed for J-1 Student Intern)

☐ Research Staff Appointment Form; or
☐ Postdoctoral Research Appointment Form; or
☐ Northwestern University Offer Letter

☐ Visiting Scholar Health Insurance Form (approved by the Office of Risk Management)
☐ English Proficiency Attestation and supporting documentation (not required for amendment or extension)
☐ Proof of funding (see our website for guidelines) (if not funded by Northwestern University, **EV's responsibility**)
☐ Exchange Visitor DS-2019 Request (page 1) (**EV's responsibility)**
☐ Biographical page of passport (**EV's responsibility)**

If EV previously held or currently holds J-1 status:

☐ Copies of current and all previous DS-2019's **(EV's responsibility)**
☐ Most recent I-94 Record

If EV transferring J-1 SEVIS record from another U.S. institution:

☐ J-1 Transfer-In Form **(EV's responsibility)**
☐ Most Recent I-94 Record

If EV will bring J-2 dependents

☐ J-2 Dependent Request Form **(EV's responsibility)**

If EV is changing status (COS) to J-1:

☐ Please consult OISS if you are interested in pursuing this option. EV may travel outside the U.S. and re-enter in J-1 status or must wait for USCIS approval before beginning program.

If EV is a physician

☐ EV should print this letter and bring to visa appointment.

If EV will be in the Student Intern category (current undergraduate)

☐ J-1 Student Intern Student Supplement (see form for required documentation) **(EV's responsibility)**
☐ J-1 Student Intern Department Supplement (see form for required documentation)

SUBMISSION INSTRUCTIONS

Placing pages 1-4 at the beginning; complete requests should be emailed as one PDF to oiss-scholars@northwestern.edu
email subject: "LAST NAME, New/Extension, Start Date" (e.g. WILDCAT, New, 04/01/2024)
pdf file name: "DS2019Req_LAST NAME, First Name" (e.g. DS2019Req_WILDCAT, Willie.pdf)
The department contact submitting the request will receive emails when the OISS received the request, if any additional information is needed, and when the DS-2019 is ready for pic-up.
Please note our OISS processing time is **2 weeks** upon receiving a COMPLETE request.