

Application Checklist/Required Documentation

- DS-2019 Request Form (attached below)
- Invitation from Department detailing program objectives and signed by the college Dean's office
- Copy of passport bio page (for J-1 and any J-2 dependents)
- Resume/CV of scholar
- Copies of previous DS-2019s (if applicable)
- Proof of funding (in English) which meets minimum requirements (see below)
- Proof of English proficiency (see page 3)

DS-2019 Request Form
Visiting Scholar Section (to be filled out by visiting scholar)
Scholar Personal Information

Name (as it appears on passport):	Phone Number:
City of Birth:	Country of Birth:
Country of Citizenship:	Country of Permanent Residence:
Permanent Home Address (not in U.S.):	
Email Address:	Position in Home Country:
Have you ever been in the U.S. on a J-1 visa in the past? *If yes, include copies of all previous DS-2019s.	
Will any J-2 dependents (spouse or child) join your program Bradley? *If yes, include a copy of each dependent's passport bio page.	

Proof of Funding

Proof of funding which meets these minimum requirements is needed to create a DS-2019 in order to apply for a J visa (based on Bradley Financial Assistance comprehensive cost budget):

- \$1,598 per month for the visiting scholar (\$19,176 per year)
- \$799 per month for one dependent (\$9,588 per year)
- \$400 per month for each additional dependent (\$4,794 per year)

The proof of funding could include any of the following:

- Offer letter from Bradley University indicating a salary or stipend
- Scholarship or sponsor letter signed and on the organization's letterhead
- Personal bank statement—if statement does not have scholar's name on it, it must be accompanied by a sponsor letter stating that the money will be used for the scholar's stay.

Health Insurance

Under U.S. Department of State (DOS) regulations, all J visa holders are required to have medical insurance for themselves and their dependents for the duration of their program. The Office of International Student and Scholar Services has created a list of insurance plans that meet all DOS requirements. The scholar must purchase health insurance for themselves and their dependents (if any) **before arriving** in the U.S. and the coverage must last for the entire program on the DS-2019, including one week before and after. Failure to purchase or maintain insurance coverage during the full program will result in termination of their record. The scholar must submit proof of health insurance that meets DOS requirements to their international advisor before their program begins. For questions regarding health insurance, please contact the Office of International Student and Scholar Services.

I declare that I understand and will comply with the insurance requirements above through the DOS.

Scholar's Signature

Date

Host Department Section (to be filled out by faculty host)

Program Specifics

Start Date of Program:	End Date of Program:
Department Host Faculty Name:	
Host Phone:	Host Email:
Physical address of scholar activity (include department location and campus box):	
Description of program activities for the scholar:	
Cross-cultural activities the scholar will participate in while in the US:	

Category of Visiting Scholar Program (pick one)

Professor (maximum 5 years)

Research Scholar (maximum 5 years)

Short-term scholar (maximum 6 months--cannot be extend past this time)

*Note: If you are unsure of the category for this scholar, please consult with the Office of International Student and Scholar Services.

English Language Proficiency

Federal regulations state that proficiency in the English language must be met in order for a scholar to be eligible for a program. This requirement can be met in any of the following ways:

1. Citizen of an English speaking country as stipulated by The Graduate School [English Language Proficiency](#) requirements.
Scholar's passport will be accepted as proof.
2. An acceptable English language test score—TOEFL minimum of 75 iBT, IELTS minimum of 6.0 overall band, or [J-Check](#) minimum of 3.6.
Scholar must results that are no more than 2 years old at the date of submitted scholar application as proof.
3. At least 2 years of study at the tertiary level in the U.S. or a country as stipulated by The Graduate School [English Language Proficiency](#) requirements.
Scholar must provide a transcript or a signed letter (dated within the last 2 years) from the academic institution stating the dates of enrollment and graduation as proof.
4. If scholar has worked or studied in an English speaking country, as determined by [The World Factbook](#), for at least 2 of the past 5 years, a Zoom interview can be used. It must be conducted by the host and follow set regulations (see Interview Assessment Report form). The Director of International Student and Scholar Services must be present.
Scholar must provide a transcript or employment letter as proof. Host must submit the completed Interview Assessment Report as proof.

Host Department Verification

As the department sponsor of this prospective exchange visitor, we understand and accept the hosting responsibilities with respect to the above named J-1 exchange visitor and any J-2 dependents. We acknowledge that failure to comply with the Department of State regulations may result in the termination of the exchange visitor's program in order to maintain the integrity of and Bradley University's ability to continue to participate in the Department of State Exchange Visitor Program.

SIUE Host Faculty Member

Signature

Printed Name

Date

Department Chairperson/Dean

Signature

Printed Name

Date