



# DS-2019 Request Form for Scholars Part II: Academic Department Form

Revised March 25, 2016

**Please Check One:**

New entry to the U.S.

Change of status \*(currently in the U.S. in another immigration status and will come to Rice as a J-1). OISS will follow up with scholar about change of status procedures.

Transferring to Rice's J-1 (Please request a J-1 Transfer-in Form from another U.S. institution)

1. Scholar's Name: \_\_\_\_\_

2. Dates to be employed at Rice (MM/DD/YYYY): \_\_\_\_\_ to \_\_\_\_\_ \*\*

\*\*Scholar will need to check-in with OISS on the first day of the appointment. Check-ins usually takes 1 hour. Scholar must bring all immigration documents to the appointment. Please contact OISS immediately if scholar is delayed or there is a change in dates.

3. Is the scholar staying less than 6 months?      Yes      No

If yes, is there a chance the scholar will be extended beyond 6 months?      Yes      No

4. Will the scholar perform his/her work only at Rice University?      Yes      No

1. If no, please provide the name and address of all other sites besides Rice University that the scholar will perform his/her work. If any of the other sites are medical facilities, please verify that there will be no patient care/contact.:

2. If multiple sites of activity, please indicate which site will be the primary location:

*Special Note: If the scholar wishes to collaborate both at Rice and from outside the United States, the process becomes significantly more complex for both the department and the OISS. Please call OISS to discuss best options.*

5. Brief description of scholar's primary research objective:

\_\_\_\_\_

6. Funding Details: All funding documentation must be dated within 6 months of the request and have the exchange visitor's name on the document.

Rice University Funding	Amount	\$	(must match offer letter and PAF)
Government Sponsorship	Amount	\$	(attach proof such as letter)
Other Sponsorship _____	Amount	\$	(attach proof such as bank statement and letter of support)
Personal Funding	Amount	\$	(attach proof such as bank statement)
<b>TOTAL FUNDING</b>		<b>\$</b>	

7. Attach all required information and bring directly to OISS or send via campus mail (MS-365). Packets are not accepted electronically. For information on required documentation, please visit: <http://oiss.rice.edu/jscholar/>

\*Packet will be considered complete only when all documents and necessary information has been received by the OISS.

8. Optional: Select preferred J-Visa category on pg. 2.

***I hereby verify that all information on this form is true and accurate to the best of my knowledge.***

Name: \_\_\_\_\_ Signature : \_\_\_\_\_

**Name of person to contact to pick up DS-2019 Form:**

Name: \_\_\_\_\_ Email & Phone: \_\_\_\_\_

OPTIONAL. Select which J-1 visa category you think best fits the scholar objectives here at Rice. Please contact OISS if you have any questions about the appropriate category as there are other categories besides the ones listed below. (713-348-6095 / [oiss@rice.edu](mailto:oiss@rice.edu))

J-1 Category	Purpose	Minimu	Maximum
Professor	An individual primarily teaching, lecturing, observing, or consulting. A professor may also conduct research, unless disallowed by the sponsor. 22 C.F.R. § 62.4(e) <a href="#">Subject to repeat participation bars.</a> Position cannot be tenure track.	3 weeks	5 years <i>Under limited circumstances, scholar can spend some of time Out of Country as long as scholar is still working on research objective and maintaining status.</i>
Research Scholar	An individual primarily conducting research, observing, or consulting in connection with a research project. The research scholar may also teach or lecture, unless disallowed by the sponsor. 22 C.F.R. § 62.4(f) <a href="#">Subject to repeat participation bars.</a>	3 weeks	5 years <i>Can spend some of time Out of Country as long as scholar is still working on research objective and</i>
Short-term Scholar	A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United States on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills. 22C.F.R. § 62.4(b) <a href="#">Not subject to repeat participation bars.</a>	1 day	6 months
Visiting Int'l UG Researchers (Non-degree seeking students)	<u>For current undergraduate students only.</u> Visiting international undergraduate level (research-only) students are a special case. They are undergraduate students abroad who come to Rice University for a short visit to engage in experiential research-only learning, often in the summer months. They do not yet have a Bachelor's degree, or Bachelor's degree equivalent, and are not pursuing an undergraduate degree at Rice. C.F.R. § 62.23(h)(2)	3 weeks	24 months



## English Language Proficiency Determination Form J-1 Scholars

According to federal regulations, J Exchange Visitors (EV) must possess “sufficient proficiency in the English language...to participate in his or her program *and* to function on a day-to-day basis.” [22 CFR 62.11(a)(2)] Sponsoring institutions are required to determine an applicant’s English proficiency before a DS-2019 can be issued. At Rice, one of the following conditions **must** be met for a J-1 applicant to demonstrate English proficiency.

For conditions 1-3, please submit this form (with additional information, if required) as part of the DS-2019 Request Packet to OISS.

If conditions 1-3 do not apply, please see condition 4. Please log on to <https://cwovc.mywconline.com/> to schedule an appointment for your scholar. You will need the scholar’s Skype (<http://www.skype.com>) username.

Candidate’s Name: \_\_\_\_\_ has met the English language proficiency requirement for a J-1 visa by fulfilling the following condition **(check one and fill out relevant information):**

- Condition 1: Candidate is from an English-speaking country.

*(List of English-speaking countries: Anguilla, Antigua, Australia, Barbados, Belize, Bermuda, British Virgin Islands, Canada (English-speaking provinces), Cayman Islands, Dominica, Fiji Islands, Grenada, Guyana, Ireland, Jamaica, Liberia, Montserrat, New Zealand, Sierra Leone, South Africa, St. Lucia, St. Vincent & the Grenadines, St. Kitts & Nevis, The Bahamas, Trinidad, Trinidad & Tobago, United Kingdom, U.S. Virgin Islands, West Indies, or Zimbabwe.)*

Name of Country: \_\_\_\_\_

- Condition 2: Candidate has earned an acceptable score on a recognized English language test.

TOEFL (minimum score 600 *paper-based*/250 *computer-based*/90 *internet-based*) \_\_\_\_\_

IELTS (minimum score 7) \_\_\_\_\_

Date test was taken: \_\_\_\_\_

- Condition 3: Candidate completed a higher education degree or has a high school diploma from an English-speaking country. \*Attach proof of attendance.\*

Name of Institution: \_\_\_\_\_

- Condition 4: Candidate has successfully completed the Rice video/audio interview.

Date of interview \_\_\_\_\_

Score \_\_\_\_\_

\*Interview form must be attached to this document.\*

Determination form completed by

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_