

## ***To request Form DS-2019 for J-1 Visa for an exchange visitor for a Brown University Appointment:***

1. Department should complete the request form for DS-2019, which can be downloaded from the OISSS website, and submit it to the Dean of Faculty or to the Office of Medical Faculty Affairs (OMFA) for BioMed appointment request. The request form is also required for extensions and/or adding dependent(s). Please submit a copy of the exchange visitor's CV or resume and a copy of the Exchange Visitor's passport along with this request.

Please Note: All Brown University paid postdoctoral appointments in the field of **Biology and Medicine** should submit the request for DS-2019 form to the Associate Dean of Graduate and Postdoctoral Studies, Box G A-219; fax 401-863-2660.

**Note: Please type or print your form to avoid errors and make sure the information is 100% accurate and matches the information on your passport. SEVIS will not allow for making corrections after the form is printed and before a visitor is activated. Permanent Residency of dependent(s) is a mandatory field in SEVIS, so please add the information in the request form.**

2. After the exchange visitor accepts their appointment and returns to the appropriate office the J-1 request together with the letter of appointment and other supporting document will be forwarded to OISSS.
3. Once OISSS receives the J-1 request, we will review and submit it to SEVIS. Please allow 3 working days to complete Form DS-2019. Using FsaAtlas and SEVIS, it's impossible to print a form right away. Plan ahead and leave sufficient time for processing. When Form DS-2019 is returned and printed, OISSS will notify the department for pick up. The department will need to send the DS-2019 documentation to the exchange visitor in their home country.
4. The exchange visitor should NOT schedule their visa interview at the U.S. Consulate until their DS-2019 is ready. Pertinent information on the DS-2019 is needed to schedule an appointment at the U.S. Consulate for a J-1 visa.
5. If the program is funded by the exchange visitor's government, other organizations or by the individual, a letter of award or a financial statement should be attached with the request form for review.
6. If the exchange visitor is not eligible for an appointment through the Faculty Personnel Office or Office of Postdoctoral Studies then please contact OISSS.
7. The exchange visitor and the Department should pay close attention to the end date in Form DS-2019 for your exchange visitors. Extensions must be completed **before** the expiration date in DS-2019. Please don't wait until the last minute to request an extension.
8. If the visitor will not arrive in the U.S. within 30 days of their anticipated J-1 start date, you must notify OISSS immediately. OISSS will need to amend the J-1 start date in their SEVIS record accordingly. Failure to do so will result in termination of their J-1 status.
9. Please remind your visitor that upon arrival all Brown University international students and exchange visitors are required to register at the Office of International Student and Scholar Services within 5 business days of arrival on campus. Failure to do so will result in termination of status. They should obtain a release before they apply for a Brown ID card. Without a release from the office, the temporary Brown ID card will expire in 30 days.