

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 Faculty Personnel Office for an appointment letter. Request form is also required for extensions and/or adding dependent(s). Please submit two (2) copies of the Exchange Visitor's CV or resume and two (2) copies 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 Faculty Personnel Office enters the visitor's data into FsaAtlas, it will fax (863-7543) the J-1 request together with the letter of appointment and other supporting document to OISSS.
3. OISSS reviews the data and submits it to SEVIS for approval. When Form DS-2019 is returned and printed, OISSS notifies the dept. for pick up.
4. 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.
5. If a new hire doesn't need a letter of faculty appointment, e.g. special student researcher or research assistant, departments can send directly to OISSS the J-1 request with a letter from the Department Head and funding information, if applicable.
6. When OISSS receives the fax and email from the Faculty Personnel Office, it 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.
7. The 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. 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.