

To request Form DS-2019 for J-1 Visa for an exchange visitor for an Affiliated Hospital Appointment:

1. Hospital departments should complete the request form for DS-2019, which can be downloaded from the OISSS website. This request should be submitted to the Office of Medical Faculty Affairs at Brown (Box G-A305) for an appointment letter. (All hospital-based faculty and staff positions require an appointment letter from Brown's Dean of Medicine.) All letters should include the visitor's title, inclusive dates of employment, and funding information. Please submit a copy of the Exchange Visitor's CV or resume along with this request.

OMFA will forward the request to OISSS once the appointment letter has been signed by the scholar.

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-126; fax 401-863-2660.

*Requests for DS-2019 form is also required for extensions and/or adding dependent(s).

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. 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.
3. When OISSS receives the documents from the Office of Medical Faculty Affairs, it will review and submit it to SEVIS. Please allow 3 working days to complete the Form DS-2019. Using FsaAtlas and SEVIS, it is impossible to print a form right away. Plan ahead and leave sufficient time for processing.
4. When Form DS-2019 is returned and printed, OISSS will send the appropriate documents to the hospital address listed on the request form. The department must send the DS-2019 form to the Exchange Visitor.
5. 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 do not wait until the last minute to request an extension.
6. 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 could result in violation of status. New international scholars 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.
7. It is recommended that international scholars that are eligible for a Social Security Number should wait two weeks from the date of their arrival before applying for their Social Security Number. Immigration information will not appear in the Social Security Administration's system until two weeks after the scholar's arrival into the U.S.