

10. Primary Site of Program/Activity (Building, Department and Division at Xavier; if separate from Xavier campus, please specify):

11. Address for Site of Activity (Street address, city, state, and postal code):

12. Source and amount of funding (must be at least \$2,000 for EV, and \$700 for each additional J-2 dependent per month.) The amount to the right should be an annual amount or, if less than a year, **total amount for the entire J period**. Personal Funds can NOT be more than 50% of the minimum required funding during the stay in the U.S.

- | | |
|---|----|
| <input type="checkbox"/> a. Xavier University Funds, including grants paid through payroll | \$ |
| <input type="checkbox"/> b. Non-University Funds: Only funds from external sources which will not be processed through Xavier University channels | |
| U.S. government Agency: | \$ |
| International Organization: | \$ |
| All other organizations providing support: | \$ |
| <input type="checkbox"/> c. Personal Funds, if applicable | \$ |

13. Contact Information of EV

Foreign Address:

City:	Country:	Province/Territory:
Postal Code:	Email:	
Telephone (work):	Telephone (home):	

J-2 Dependent(s)

If immediate family member(s), including the spouse and unmarried minor children (under 21 years of age) plan to accompany the EV to the University, please provide the information on J-2 Dependent Request Form at the end of this form on page 4; if not, then leave the form on page 4 blank.

Will dependent(s) be accompanying the Exchange Visitor to the University? Yes No

Medical Insurance

Will the EV be covered by Xavier University's medical insurance? Yes No

All EVs (and their visa dependents, if any) are required to have health insurance while in J status. The International Office can recommend medical insurance options for the EV to choose and purchase. The EV and any J-2 dependent(s) must submit a copy of the policy showing they are adequately covered for the entire duration of the J program at Xavier. At a minimum, the insurance package must meet the following criteria:

- Medical benefits of at least \$100,000 per person per accident or illness
- Repatriation of remains in the amount of \$25,000
- Medical Evacuation coverage in the amount of \$10,000
- A deductible not to exceed \$500 per accident or illness

Failure to meet the medical insurance requirement could result in immediate cancellation of the J status of the EV and dependent(s).

If the individual is currently residing in the U. S., please complete the item below and comply with the request which follows. If the individual is not in the U. S., skip this section.

- a. Copies of all immigration documents [IAP-66(s), DS-2019(s), I-20(s) or I-797(s)]
- b. A copy of the current INS Form I-94
- c. A copy of the passport

Information on Xavier University faculty or staff requesting DS-2019 for EV

Name & Title:

Date:

Department:

Click Drop Down

Phone:

E-mail:

Administrative Approval

Approval is granted to employ or invite the prospective exchange visitor.

Signature of Department Chair

Date (Click Drop Down)

Signature of Dean

Date (Click Drown Down)

Instructions

- a. This form can be electronically signed and sent to international@xula.edu, or a physical copy be returned to the the Office of International Education in St. Joseph Resource Center, Room 312. It must **be signed and completed** before a DS-2019 form can be prepared
- b. A copy of the standard XULA employment offer letter (or, if no employment is involved, the XULA letter of invitation). Typically such a letter should stimulate the position, program start and end dates, annual compensation and any benefits, and a paragraph that describes the responsibilities for the EV.
- c. A copy of the document(s) verifying the source and amount of any funding which is in lieu of or in addition to XULA funding
- d. A copy of the prospective scholar's resume or vita, if available
- e. Whenever available, send in an electronic copy of the passport photo page of EV and J-2
- f. The prospective EV has English proficiency to adequately conduct work for proposed position
- g. Notify International Office immediately of any changes within the department/division, which affects the status of an exchange visitor (i.e. loss of funding, significant change in duties/sites, etc.)
- h. Notify International Office immediately if the exchange visitor ceases to participate in the exchange visitor program prior to the end of his/her program date
- i. **For program extension:** inform International at least 45 days in advance of the program completion date to request an extension of the exchange visitor's stay

Addendum: J-2 Dependent Request Form

Please fill in the following information about the **J-2 dependent(s)** the EV wishes to invite to Xavier University of Louisiana. Use the same form below if more than two J-2 dependents are coming.

J-2 Dependent 1:

Family (Last) Name	Given (First) Name	Middle Name
City of Birth	Country of Birth	Date of Birth
Country of Citizenship	Country of Legal Permanent Residence	
Relationship to EV: Spouse	Child	Gender: Male Female Other
Date(s) J-2 will visit the US:		

J-2 Dependent 2:

Family (Last) Name	Given (First) Name	Middle Name
City of Birth	Country of Birth	Date of Birth
Country of Citizenship	Country of Legal Permanent Residence	
Relationship to EV: Spouse	Child	Gender: Male Female Other
Date(s) J-2 will visit the US:		