

DS-2019 J-1 NON-DEGREE REQUEST CHECKLIST

To request a DS-2019 for a J-1 Non-Degree Student you must submit the following forms to International Student Services in addition to the complete DS-2019 Request Form:

- _____ DS-2019 Request Form (Pages 2 – 6 of this document)

- _____ J-1 Student Information Sheet

- _____ [Financial Documentation](#) (e.g. employment letter, bank statements)

- _____ Inviting department letter of invitation ([sample letter](#))

- _____ Complete and signed [English Language Proficiency Attestation](#). Attach all documentation used in your determination of English proficiency (copies of English test reports, proof of interviews, etc).

- _____ Complete and signed copy of [Medical Insurance Attestation](#)

- _____ Copy of passport biographic page

If the J-1 student is currently in the U.S.:

- _____ Copy of the student's current DS-2019 (must be sent as a hardcopy; cannot be sent electronically).

- _____ Copy of the student's electronic I-94 (printed from www.cbp.gov/i94) or admission stamp in passport

- _____ Copy of the student's U.S. visa stamp



J-1 NON-DEGREE STUDENT DS-2019 REQUEST FORM

This document must be filled out by the inviting department, not the student. Submit completed form and all other required documentation to International Student Services via email iss@buffalo.edu or via UBbox. The DS-2019 Request Form must be accompanied by all documents listed in the DS-2019 Request Checklist.

Student's Name _____
Last/Family First Middle

Date of Birth: _____ Gender (Male/Female) _____

City or Province of Birth _____ Country of Birth _____

Country of Citizenship _____ Country of Legal Permanent Residence _____

Student's E-mail Address _____

Time Period for which the DS-2019 is Requested:

- The maximum length of the non-degree program is 24 months; minimum 4 weeks.
- To allow sufficient time for visa processing and travel to the U.S., start dates must be at least 2 months into the future.
- If the student cannot arrive by the planned start date, the inviting department must notify ISS. The start date must be amended in SEVIS prior to the student's new arrival date.
- The student may enter the U.S. thirty days before the start date.

Program Start Date (MM/DD/YYYY)

Program End Date (MM/DD/YYYY)

Student's Position in Home Country

Inviting Department and Address

INVITING DEPARTMENT DECLARATION

We certify that we have read and understand the introduction to the J-1 Non-Degree Student Category and agree to abide by the terms and conditions of the U.S. Department of State's Exchange Visitor Program as administered by the University at Buffalo.

As the University's sponsor of the student, we have/will:

- 1) Verified that the Non-Degree student has sufficient English language skills to participate successfully in the internship/program and function on a day-to-day basis.
- 2) Ensure that the Non-Degree Student participates in a J-1 orientation upon arrival, as required by the Department of State. The Non-Degree Student must report to ISS, 210 Talbert Hall, North Campus on the date requested by ISS to complete an orientation, submit their U.S. address and health insurance documentation.
- 3) Provide support to the student throughout their entire time in the U.S. This includes pre-arrival; assist the student with finding housing, completing any employment related paperwork, answering questions about life in Buffalo, etc. During the program the department must provide opportunities for the student to meet other students, experience U.S. culture, and participate in department and UB activities. The inviting department is responsible for the overall well-being of the student.
- 4) Notify ISS of any serious incident involving the Non-Degree student. Reportable incidents include, serious injury (a hospital stay), sexual abuse, arrest, death, victim of a crime, or any other serious situation.
- 5) Notify ISS via e-mail (iss@buffalo.edu) of the early completion or termination of the student's program at least 30 days before such a change.

Signatures of BOTH FACULTY AND CHAIR OR DEAN are required.

Faculty Member Requesting DS-2019 Form

Name _____ Title _____

Phone _____ E-mail _____

Signature _____

Approval of Departmental Chair or Dean

Name _____ Title _____

Phone _____ E-mail _____

Signature _____