Exchange Visitor Process

To begin the process of sponsoring an individual as a J-1 Research Scholar, Short-term Scholar or Professor the sponsoring department at The University of Arizona must submit a DS-2019 Request Form to the Office of International Faculty & Scholars (OIFS), available at http://internationalscholars.arizona.edu/J-1. Once OIFS receives the completed request form and all required supporting documentation, the request will be processed. While the standard processing time is a few weeks, OIFS is normally able to process these requests within a few days. However, please plan accordingly when arranging start dates and travel plans. Once the DS-2019 is issued, OIFS will contact the sponsoring department, which is responsible for sending the DS-2019 and accompanying paperwork to the scholar.

A complete application includes the following documents:

- Original DS-2019 Request Form
- Letter of Invitation from Sponsoring Department on letterhead
- Confirmation of Proof of Funding
- Copy of scholar’s passport
- Application Fee ($200 for Initial Requests, $100 for extensions, amendments and transfers)

Graduate students who wish to focus collaborative teaching, lecturing and research should come to the UA through the J-1 Exchange Visitor Program, not through the Office of Study Abroad and Student Exchange.

Please be aware that:

- In addition to the time it takes to process the request and issue the DS-2019, the scholar will have to apply for a visa to enter the United States. This can, although not often, result in delays (background checks, etc.).
- Even though a scholar is issued a DS-2019, they may be denied a visa when applying to enter the United States. Issuance of a DS-2019 is not a guarantee that a visa will be issued by the government.
- The scholar must pay the SEVIS fee, https://www.fmjfee.com/i901fee/ ($180).
- The scholar must check-in with OIFS within 10 days of arrival for a mandatory orientation. The scholar’s program will not be validated in the government system until they check-in, with their original immigration documents and proof of health insurance that meets the federally mandated requirements.

If you have any questions regarding inviting scholars to The University of Arizona through the Exchange Visitor Program, please contact us. We look forward to working with you and welcoming your scholars to The University of Arizona and Tucson.

The Office of International Faculty & Scholars

(520) 626 - 6289