



# DS-2019 Kick-Off Webinar

February 15, 2023 / February 16, 2023

# Presenters



**Derek Cook**  
Fulbright FLTA  
Director



**Greta Scharnweber**  
Fulbright Visiting Scholar  
Director



**Hilary Hartley**  
Exchange Visitor Sponsorship (EVS)  
Director



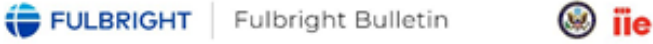
**Evan Black**  
Fulbright Foreign Student  
Director




# Agenda

- Introduction to DS-2019 season
- Program introductions and reminders
- Document requirements
- Production Timeline
- Useful information available on IIE's websites
- Questions

# Introduction - Resources




## Fulbright Bulletin



### Headlines


The Fulbright Program celebrates 75 years of global impact. January 2021 marks the start of a year-long celebration of the Fulbright Program. IIE is supporting a team of program stakeholders from ECA, cooperating agencies, the Fulbright Association, Commissions, Posts, and others, to develop, implement, and share a full slate of activities, events, and initiatives throughout the year. There will be many opportunities to...

### News



[3 Notable Fulbright Alumni Featured in \*ArtReview\* Magazine's 2020 Power 100 List](#)

## Monthly Bulletins



## Fulbright DS-2019 Survey - one survey per program is requested

Select the Program these answers refer to:

☐ Foreign Student Program

☐ FLTA

☐ Visiting Scholar

Program Contact Details

First Name

Last Name


Organization Name

Country

Email

## DS Survey

## Webinar Registration



### DS-2019 Webinar 2

DS-2019 webinars for Foreign Student, FLTA and Visiting Scholar Programs: IIE will be offering two webinars to kick off the DS-2019 season. Please register for the webinar that fits best with your schedule and time zone.

Option 1: Feb 17, 2020 8:30 AM EST

Option 2: Feb 18, 2020 8:00 PM EST

Webinars will cover the following topics: General overview of the J-1 visa process, program-specific document requirements, explanation of funding documents, J-2 DS-2019 process, overview of document submission on IIE's Partner Portal. There will be time to answer your questions.

In addition to the webinars, in preparation for DS-2019 season like in previous years, we will be sending a survey that will help us to plan for a smooth DS-2019 season for Foreign Student, FLTA, and Visiting Scholar programs. As usual, the survey will collect critical information about PDOs, visa block interviews and other details that help with better collaboration and processing of DS-2019s.

## Webinars

# DS-2019 Basics

- Needed to apply for a J-1 Visa
- Issued by IIE once all required documents received and approved
- Valid for life of program – gives permission to remain in the US, even if J-1 Visa is expired.
- Contains critical programmatic information:
  - Programmatic Dates
  - Category
  - Field Of Study
  - Funding
  - Academic Training (if applicable)
  - 212(e) requirements
- DS-2019s are controlled documents; scanned copies are not permitted.

U.S. Department of State  
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR STATUS (J-NONIMMIGRANT)

OMB APPROVAL NO. 1405-0119  
EXPIRES 07-31-2014  
ESTIMATED BURDEN TIME: 45 min  
\*See Page 2

1. Surname/Primary Name: Sample Given Name: John Gender: MALE  
Date of Birth (mm-dd-yyyy): 12-09-1980 City of Birth: Anytown Country of Birth: IRELAND Citizenship Country Code: EI Citizenship Country: IRELAND  
Legal Permanent Residence Country Code: EI Legal Permanent Residence Country: IRELAND Position Code: 215 Position: UNIVERSITY UNDERGRADUATE STUDENTS  
Primary Site of Activity: Exempt from Pre-placement

2. Program Sponsor: Acme Trainee Program Number: P-4-16511  
Participating Program Official Description: TRAINEE

Purpose of this form: Begin new program; accompanied by number (1) of immediate family members.

3. Term Covers Period:  
From (mm-dd-yyyy): 06-02-2015  
To (mm-dd-yyyy): 05-15-2016

4. Exchange Visitor Category: TRAINEE  
Subject Field Code: 04.0902 Subject Field Code Remarks: None

5. During the period covered by this form, the total estimated financial support (in U.S. \$) is to be provided to the exchange visitor by:  
Current Program Sponsor funds : \$5,000.00  
Personal funds : \$1,000.00  
Total : \$6,000.00

6. DEPARTMENT OF STATE  
CONSUL OFFICE OR ALTERNATE REPRESENTATIVE  
TO THE U.S. DEPARTMENT OF STATE  
Name: Mary Hafer  
Address: 1000 Motor Vehicle Blvd.  
Detroit, MI 48201  
Phone Number: 703-555-5555  
Date: 05-06-2015  
Signature of Responsible Office or Alternate Responsible Officer

8. Statement of Responsible Office for Release of Sponsor (FOR TRANSFER OF PROGRAM)  
Effective date (mm-dd-yyyy): Transfer of this exchange visitor from program number: sponsored by:  
to the program specified in item 2 is necessary or highly desirable and is in conformity with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.

PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 212(e) OF THE IMMIGRATION AND NATIONALITY ACT AND FL 94-484, AS AMENDED (see item 1 of page 2).

The Exchange Visitor in the above program:  
1. ☐ Not subject to the two-year residence requirement.  
2. ☐ Subject to two-year residence requirement based on:  
A. ☐ Government financing and/or  
B. ☐ The Exchange Visitor Skills List and/or  
C. ☐ FL 94-484 as amended

(ALL USAID PARTICIPANTS G-2-98040 AND ALL ALIEN PHYSICIANS SPONSORED BY P-3-M319 ARE SUBJECT TO THE TWO-YEAR HOME RESIDENCE REQUIREMENT.)

TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is 1 year)  
\*EXCEPT: Maximum validation period is up to 6 months for Short-term Scholars and 4 months for Camp Counselors and Summer Work/Travel.  
(1) Exchange Visitor is in good standing at the present time.  
Date (mm-dd-yyyy):  
Signature of Responsible Office or Alternate Responsible Officer  
(2) Exchange Visitor is in good standing at the present time.  
Date (mm-dd-yyyy):  
Signature of Responsible Office or Alternate Responsible Officer

THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 212(e).

EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement in item 2 on page 2 of this document.

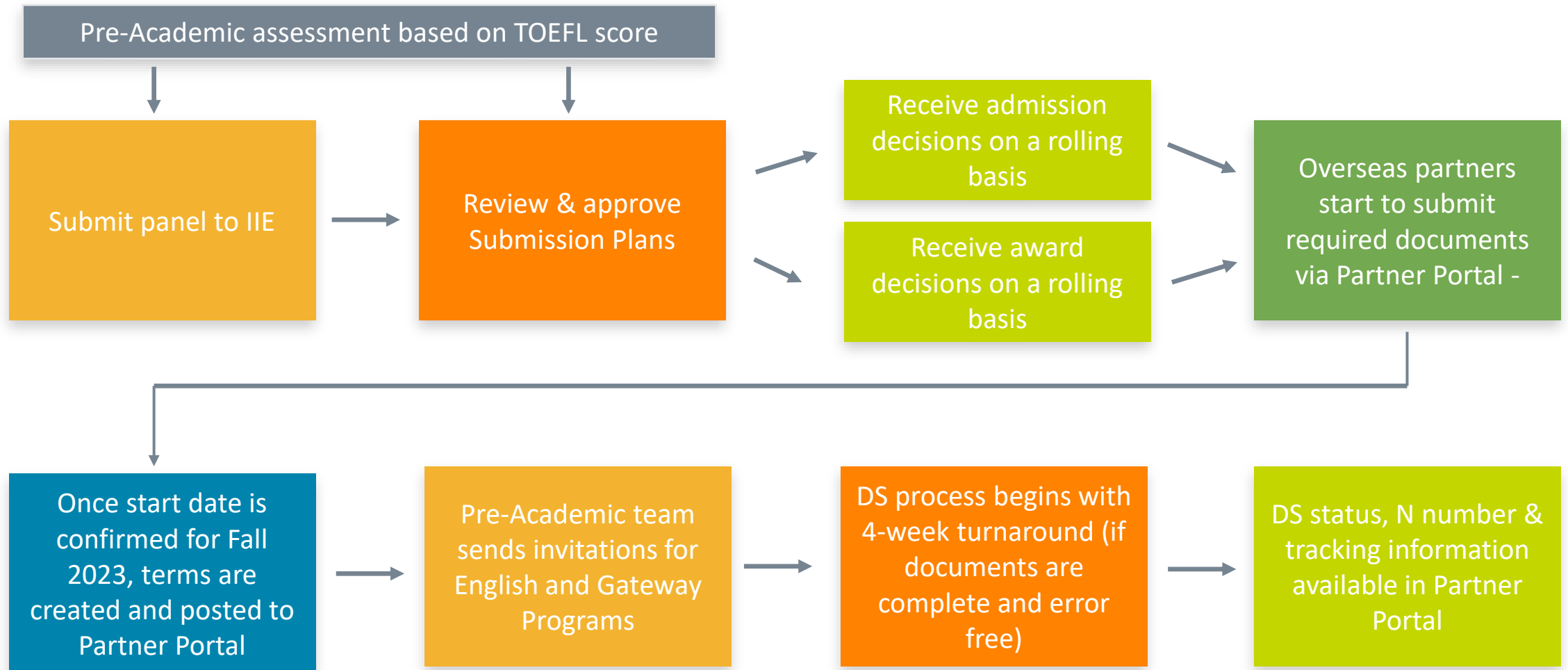
Signature of Applicant: \_\_\_\_\_ Place: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_



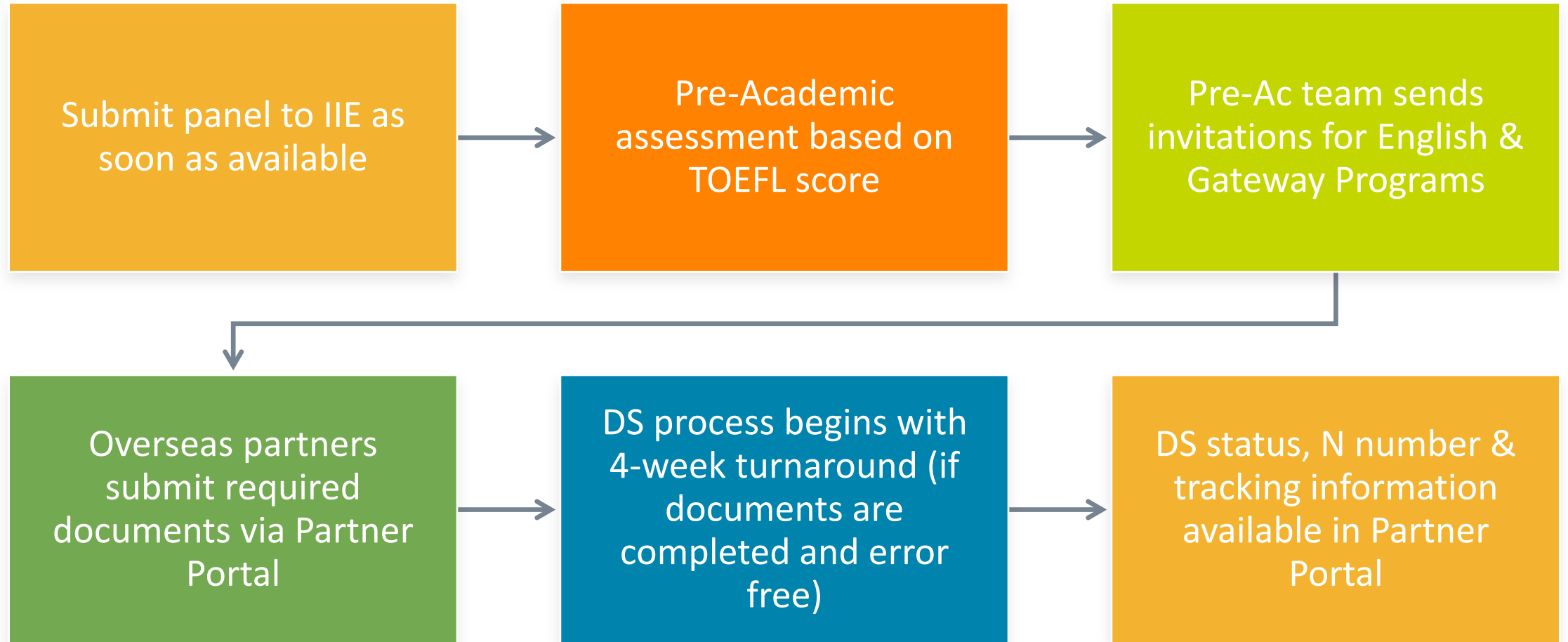


# Foreign Student and FLTA Program

# Foreign Student Process: IIE-Placed



# Foreign Student Process: Self-Placed





# Foreign Student and FLTA: DS-2019 Prerequisites

To begin processing an initial DS-2019, Foreign Students and FLTAs need:

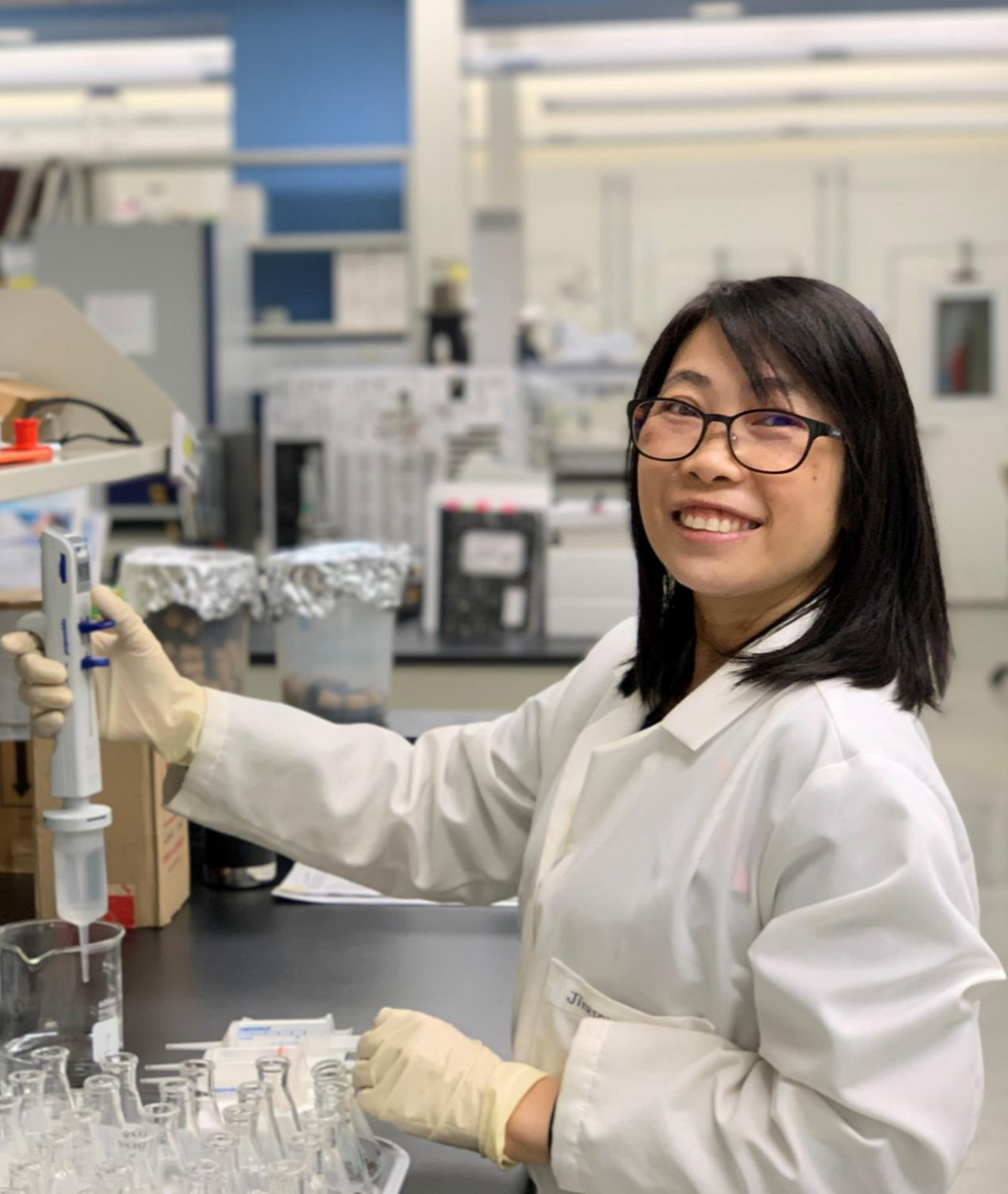
- ☒ **Final placement** confirmed with finalized university support decision
- ☒ Confirmed **Fulbright grant amount**
- ☒ **Academic reporting/start date** on file
- ☒ **Terms** issued and signed
- ☒ All **DS-2019 documents on file** and complete in accordance to J-visa requirements (listed on Fulbright Online)

# Foreign Student and FLTA: Required Documents

Foreign Student - Grants administered by IIE	Foreign Student - Grants administered by a Fulbright Commission	FLTA
IIE-Placed and Self-Placed Grantees	Self-Placed Grantees	ALL FLTAs
<ul style="list-style-type: none"> <li>• Biographical page of valid passport</li> <li>• Medical form</li> <li>• Letter(s) of admission from U.S. Institution stating the degree objective, start date, and any university funding awards (<i>Self-Placed</i>)</li> <li>• IIE Grant document (Signed and all pages included in upload)</li> <li>• Non-IIE Grant Document (Commission Grant document – if applicable)</li> <li>• Funding verification</li> <li>• J-1 verification</li> <li>• Certain fields require additional documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Biographical page of valid passport</li> <li>• Medical form</li> <li>• Letter(s) of admission from U.S. Institution stating the degree objective, start date, and any university funding awards</li> <li>• IIE Terms and Conditions (signed and all pages included in upload)</li> <li>• Non-IIE Grant Document with academic start date listed (Commission Grant document – if applicable)</li> <li>• Funding verification</li> <li>• J-1 verification</li> <li>• Certain fields require additional documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Biographical page of valid passport</li> <li>• Medical Form</li> <li>• IIE Grant Document (Signed and all pages included in upload)</li> <li>• Non-IIE Grant Document (Commission Grant Document - if applicable)</li> </ul>

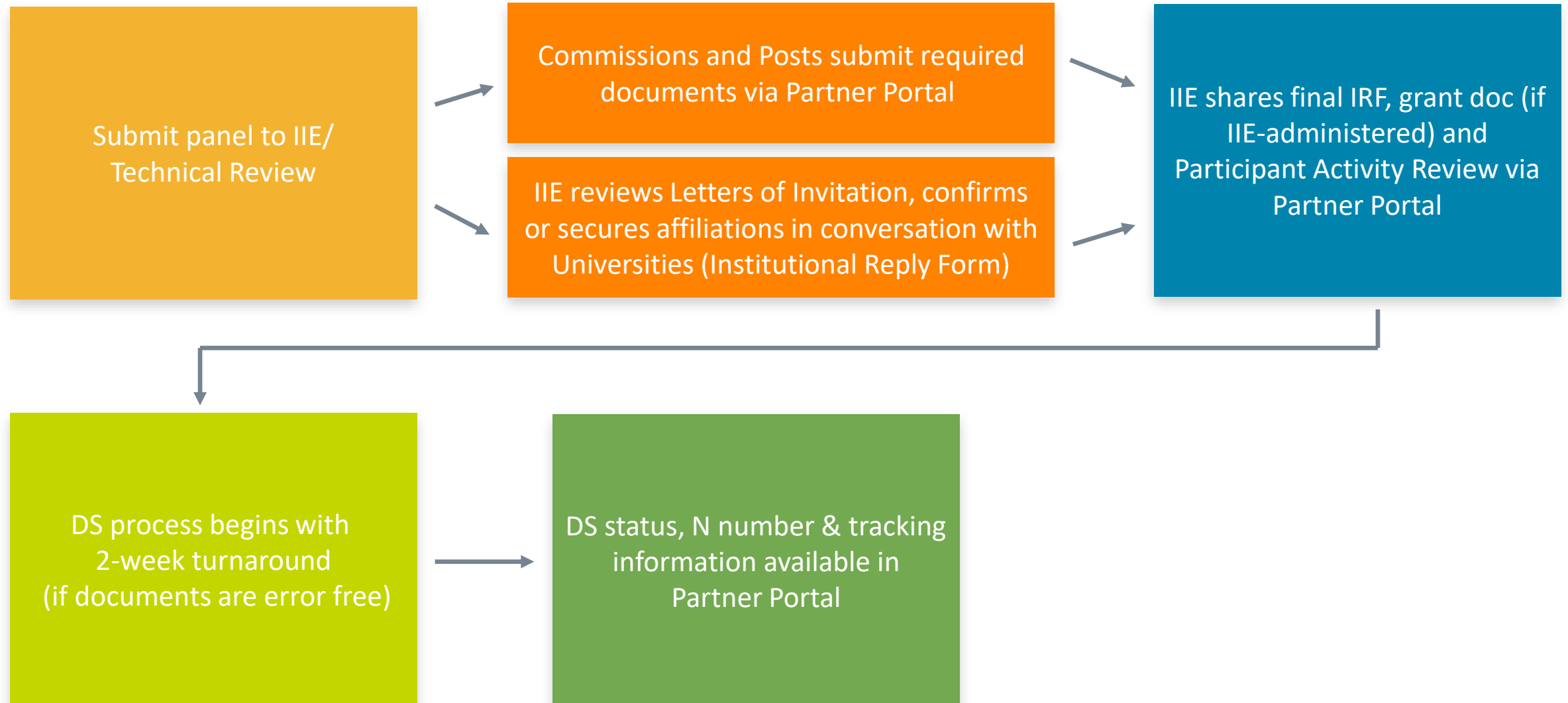
# Visiting Student Researchers (VSRs)

- While nominated on the Fulbright Foreign Student Program, VSRs may be placed under the J1 Category of **Student Non-Degree** or **Research Scholar**.
- **Research Scholars:**
  - VSRs will be categorized as Research Scholars if:
    - Placed outside of accredited post-secondary institutions, for example: museums, laboratories, USG or State agencies, hospital
    - The college or university requests that they be categorized as such – common at university affiliated hospitals that host research labs
  - VSRs categorized as Research Scholars are subject to two-year repeat participation bar, different from 212e home residency requirement.



# Fulbright Visiting Scholar Program

# Visiting Scholar Process



# Visiting Scholar: Required Documents

Required Documents	Frequently Required Documents
Required of ALL Visiting Scholars, regardless of program particularities	Frequently required of Core or Cohort programs
<ul style="list-style-type: none"><li>• Letter of Invitation confirming in-person component to the exchange IIE or Commission-Administered Grant Document</li><li>• Universal Terms and Conditions</li><li>• IIE- or Commission-issued Grant Document</li><li>• Medical Examination Form</li><li>• J1 Passport</li><li>• J-1 Verification</li><li>• Participant Activity Confirmation</li></ul>	<ul style="list-style-type: none"><li>• IIE placement services form (if applicable)</li><li>• Affiliation (Institutional Reply form) - completed by IIE with University Hosts (<i>required for all except self-placed or cohort programs</i>)</li><li>• Funding Verification (<i>required if stipend funding is insufficient for length of stay or to cover dependent costs</i>)</li><li>• J-2 Verification(s) &amp; Passports (<i>required if bringing dependents under J-2 sponsorship</i>)</li><li>• Acknowledgement of Policies for Fulbright Grantees Conducting Research or Degree-Study in Medical and Clinical Fields) (<i>Only required in certain fields</i>)</li></ul>





# Document Requirements

# DS-2019 Document Submission



**Passports**

**Valid 6 months past  
grant/program end date**



**Medical  
Forms**

**Medical Exam  
completed no more  
than 6 months prior  
grant/program start date**



**Funding  
Documents**

**Submit no more than  
90 days prior  
grant/program start date**

# Medical Form and Clearance

- Medical clearance required for **all Fulbrighters**
- **Exam within six months** of the grant start date
- **Check the form** for completeness before submitting
- Make sure explanations, including treatment plans during the grant, are included where warranted.
- **Tuberculosis (TB) test** always required
- **Signed with pen:** electronic signatures not accepted
- **Doctor details** must be legible



# J-2 Dependents (FLTA not applicable)

- Biographical page of a valid passport for each J-2 dependent
- Funding verification for J-2 (DS-2019) Form
- Only the spouse and unmarried children under 21 years of age qualify for J-2 sponsorship
- IIE must receive dependent's information along with the J-1's information
- Once an initial DS-2019 is issued, no J-2 dependents can be added until after the J-1 arrives
- Fulbright **student** grants **do not generally provide funding** for dependents; Dependent allowances are provided for **some** Scholar grants, but are minimal and intended to offset the cost of required insurance.



# Funding Documentation: J-1

## ACCEPTABLE:

- **Official personal bank statement** — must be recent and state your/guarantor name
- **University award** — printed on university letterhead, dollar value of the award, dates covered, work required etc.
- **Family support** — signed letter from family member must confirming the dollar amount to be provided for the period requested, relationship, the purpose of funding and copy of the family member's official bank statement
- **Private funding** — on institution's letterhead, dollar value of the award, dates covered, funding/award type
- **J-1 or J-2 Home country employment salary** — signed letter on home-country employer's letterhead stating name, salary, dates of payments, and conditions of employment (e.g., leave approved through).
- **Loans** – allowed when the participant has already accepted the loan. It must be in the J-1's name.

## NOT ACCEPTABLE:

- Non-liquid assets such as stocks/bonds/real estate or home country rental lease/income
- Family/other personal sponsor support in the form of paycheck stubs from that person
- Pre-degree Academic Training
- Another Fulbright Program Participant's funds



# DS-2019 Production Timeline



# DS-2019 Production Timeline

- Production can begin only after **all** required documentation is submitted.
- Important for Commission/Post to consider wait times for appointments and printing/delivery of passport.
- Timeline from submission of last document:
  - **Foreign Student – Four weeks**
  - **FLTA and Visiting Scholar – Two weeks**
  - Timeline **does not** account for shipping
- Shipping:
  - To Commission/Post

## **FFSP Example** – Participant starts August 15:

- Three weeks from receipt of DS-2019 for visa appointment and printing of J1
- Build in five weeks minimum for DS production and shipping from IIE
- Documents submitted to IIE by first week of June for sufficient processing time
- Up to 3,500 grantees are hoping to start in fall 2023 – planning ahead saves stress



# Partner Portal: SEVIS Information

Participant Details - Fabio

Participant ID	PS00
Name	Fabio /
Program	Foreign Fulbright Colombia Visiting Researchers
Partner Owner	

J1/J2 Verification Details

+

Participant Activities

+

SEVIS & DS2019 Information

-

DS-2019 Information

Status	Additional Status Information	Expected Date	SEVIS Number	Mailing Service	Tracking Number	Completed Date
Not Started		07/27/2018		FedEx	7728 3	

Family SEVIS Information

Dependent Name	SEVIS Number
No information available	

Status	Where is the DS-2019?
Not Started:	Missing required documents.
Submitted:	Request for DS-2019 in queue.
In Progress:	SEVIS Review and DS-2019 production in process.
Waiting for Someone Else:	Pending document clarification.
Signed:	DS-2019 issued and in queue for mailing.
Completed:	DS-2019 issued and mailed.

Participant Documents

+

# Notify IIE Fulbright Contact:

If a ***grantee is unable to arrive on or before the start date*** indicated on the DS-2019 to determine if a new form is necessary.

If a ***grantee resigns*** from the Fulbright program and, if a DS-2019 has been issued, return it to IIE immediately.

If any ***office closures*** during the summer, to ensure that DS-2019 forms reach your staff as quickly as possible.



## Next Steps and Resources

# Important Notes

- **Submit documents before placements or affiliations are finalized**, to help ensure timely delivery of DS-2019s.
- IIE cannot issue a DS-2019 until all required documents are submitted via the Partner Portal that adhere to the J-visa requirements.
- The **Partner Portal will display the status of a DS-2019** and once issued, lists the N number and tracking information for the mailing.
- Overseas partners must **check the Partner Portal daily** to monitor progress of their grantee's DS-2019s.



# DS-2019 Cost Report Updates

## Institute of International Education Estimated University Reporting Dates and Cost

Page 1

Proprietary Information - For Internal Use Only

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MMR = Monthly Maintenance Rate AY = Academic Year TOTAL AY/Summer Tuition&fees=Includes Tuition & Fees

Please note that tuition rates and costs, including insurance, tend to increase each year over year, so it is advised to increase the prior year's rates (2022-2023) by approximately 5% to ensure appropriate and sufficient funding.

### Alabama

Institution	Reporting Date	Rates for AY	Total AY Tuition & Fees	Total Summer Tuition & Fees	Insurance AY/CY Cost	Accepts Fulbright (ASPE) Insurance	MMR Student	Projected 23-24 Minimum Tuition, Fees & Insurance + 5% increase, plus 12 months MMR	1st Dependent	Each Additional Dependent
Auburn University - Graduate School	5/11/2022	2022-2023	\$32,942	\$15,993	\$2,028	N	\$1,410	\$53,639	\$705	\$353
Tuskegee University - Graduate School	9/30/2017	2017-2018	\$20,695	\$0	\$0	N	\$1,410	\$44,653	\$705	\$353
University of Alabama, Birmingham - Graduate School	7/21/2022	2022-2023	\$21,366	\$7,122	\$2,772	N	\$1,410	\$42,265	\$705	\$353
University of Alabama, Birmingham - School of Health Professions			\$0	\$0	\$0		\$1,410		\$705	\$353
University of Alabama, Birmingham - School of Public Health	7/25/2022	2022-2023	\$22,066	\$7,373	\$2,772	N	\$1,410	\$43,000	\$705	\$353
University of Alabama, Huntsville - Graduate School	7/15/2021	2021-2022	\$25,268	\$12,463	\$3,949	N	\$1,410	\$49,132	\$705	\$353
University of Alabama, Tuscaloosa - Graduate School	6/24/2022	2022-2023	\$32,346	\$7,810	\$2,232	N	\$1,410	\$53,227	\$705	\$353
University of South Alabama - Graduate Division	7/30/2019	2019-2020	\$20,697	\$5,526	\$1,926	N	\$1,410	\$44,418	\$705	\$353





# Resources

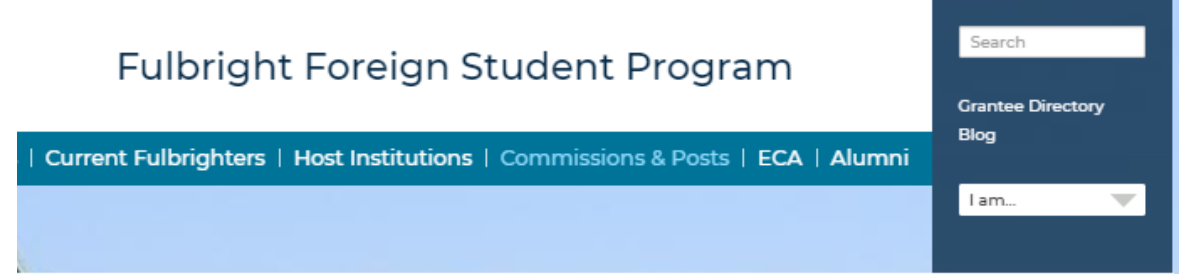
- **Guidelines on DS-2019 documents:**

Information on J-1 requirements, topics, and resources will still be found on [Fulbright Online](#) for Foreign Student and FLTA and [fulbrightscholars.org](https://fulbrightscholars.org) for Visiting Scholar (*case-sensitive password: Resources*).

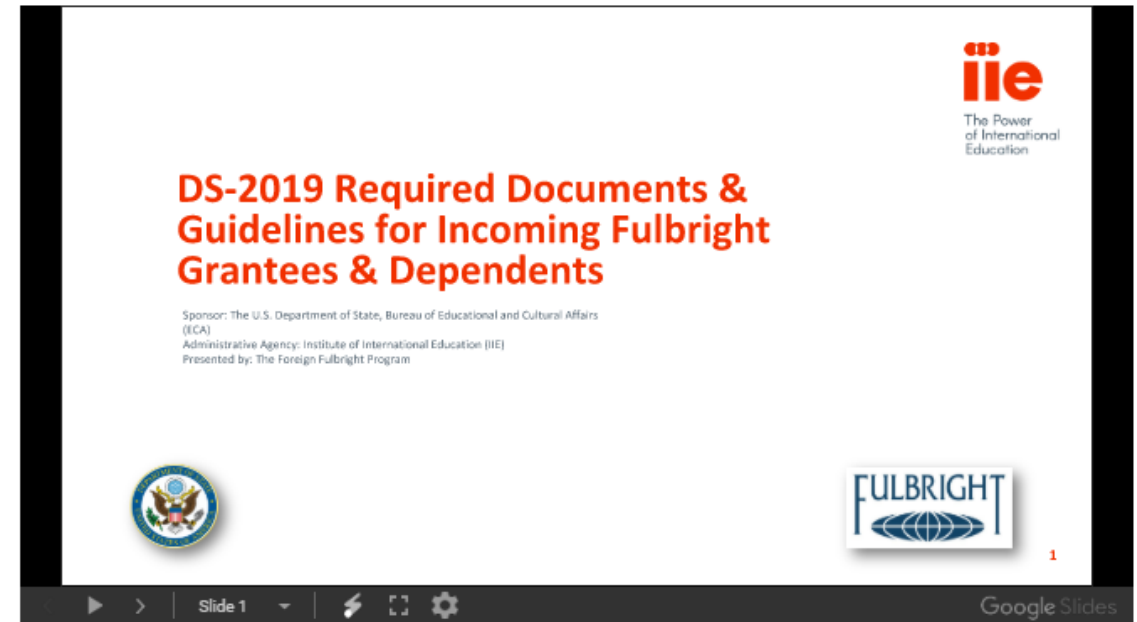
- [Required Documentation for an Initial DS-2019](#)
- [Scholar Acceptable Funding Document](#)
- [Student Acceptable Funding Document](#)
- [DS-2019 Cost Report](#)

# Foreign Student and FLTA: Fulbright Online Resources

<https://foreign.fulbrightonline.org/commissions-posts/j-visas/guidelines-for-issuing-ds-2019-form>



## Guidelines for Issuing a DS-2019 Form Requirements for an Initial DS-2019 Form



For more information about required documents and guidelines for issuing a DS-2019 please view the presentation above or download the [presentation slides \(PDF\)](#) in addition to the resources below.

- + IIE-Placed Grantees whose grants are administered by IIE or a Fulbright Commission
- + Self-Placed Grantees whose grants are not administered by IIE
- + Self-Placed Grantees whose grants are administered by IIE
- + J-2 Dependents Required Documentation

# Visiting Scholar Resources: [fulbrightscholars.org](https://fulbrightscholars.org)

Website URL: [fulbrightscholars.org/non-us-scholars](https://fulbrightscholars.org/non-us-scholars)

Password: **Resources**

[Home](#) > Resources for Fulbright Commissions, Foundations, and Posts

U.S. Scholars

Non-U.S. Scholars

U.S. Institutions

Alumni

Resources for Fulbright Commissions, Foundations, and Posts

▼ Fulbright U.S. Scholar Program

▲ Fulbright Visiting Scholar Program

**NEW RESOURCE! Online Visiting Scholar Guide:** This new online guide replaces the older .pdf version, which was retired as of January 1, 2023.

**Visiting Scholar Application Materials**

- Fulbright Visiting Scholar Program application:**
  - Fulbright Commission and U.S. Embassy personnel can monitor and manage their Fulbright Visiting Scholar applications through the Slate Application Management tool here: [apply.iie.org/portal/partner](https://apply.iie.org/portal/partner)
  - After logging in, navigate to the "Resource" tab, where you can find training resources and overviews for how to use Slate both to review applications as well as to launch any upcoming competitions.
  - With any application difficulties, you may email [fsponline@iie.org](mailto:fsponline@iie.org).
- FFSB Transmittal System - [ffsb.fulbrightonline.org](https://ffsb.fulbrightonline.org)**
  - Instructions for submitting panels to the FFSB Transmittal System are available in the Slate system linked above. For tutorials, consult the Resource page in Slate as described above.
- Academic Year 2024-2025:** [apply.iie.org/fvsp2024](https://apply.iie.org/fvsp2024)
- Academic Year 2023-2024:** [apply.iie.org/fvsp2023](https://apply.iie.org/fvsp2023)
- Academic Year 2022-2023:** [apply.iie.org/fvsp2022](https://apply.iie.org/fvsp2022)

Visit the **Fulbright Scholar Directory** to view the opportunities pursued by more than 50,000 alumni.

**Search Fulbright Scholar Directory**

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[View information for students](#)

[Home](#) > Non-U.S. Scholars

U.S. Scholars

**Non-U.S. (Visiting) Scholars**

PROGRAM INFORMATION AND RESOURCES FOR:  
Visiting Scholar Grantees  
**Commissions and Posts**



**Visiting Scholars Program**  
Each year some 800 faculty and professionals from around the world receive Fulbright Scholar grants for advanced research and university lecturing in the United States. Individual grants are available to scholars from over 155 countries. Individuals who meet the eligibility requirements apply for grants through the Fulbright commission/foundation or public affairs section of the U.S. embassy in their home countries.

[Learn About Visiting Scholars Program](#)

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# Questions

