



---

## Determining Eligibility and Requesting DS-2019s for Exchange Visitors

---

Eligibility must be determined before the Office of International Education (OIE) can issue a DS-2019 form to prospective J-1 Exchange Visitors.

The parties involved in eligibility determination are the Administrative Services Center (ASC), the Host Academic Unit HR, the Department Chair/Faculty Host Supervisor, the Exchange Visitor, the Office of Global HR, the Office of Legal Affairs, and OIE.

Two sets of e-forms are required for every Exchange Visitor invited to Georgia Tech.

1. Hiring and Hosting Eligibility e-forms
2. J Scholar DS-2019 Request E-form or J Student Intern DS-2019 Request E-form

To begin the process, the hosting academic unit HR Administrator works with ASC to initiate the **Hiring & Hosting Eligibility e-forms in iStart**. This e-form group is routed to the Department Chair, the exchange visitor, and various campus offices, such as the office of Global HR and Office of Ethics and Compliance, to be reviewed and determine if the prospective exchange visitor meets Georgia Tech and U.S. government requirements to participate in the J-1 Exchange Visitor Program. Additional information on how to request ASC assistance can be found at <https://gatech.service-now.com/asc>.

If it is determined that the prospective visitor is eligible for the Exchange Visitor Program, OIE will recommend the most appropriate J category for the exchange visitor to the hosting academic unit to submit the **J Scholar Initial DS-2019 Request E-forms or the J Student Intern Initial DS-2019 E-forms**. When submitting the J Scholar or J Student Intern e-forms, the following documents must be provided:

- Proof of English proficiency (see "[English Language Proficiency](#)" for more details about English proficiency needed to participate in the Exchange Visitor Program)
- Proof of funding/financial support for the entire length of the requested exchange period. Funding for Georgia Tech requests must demonstrate a minimum of:
  - **\$1800** per month for the student intern.
  - **\$2000** per month for the scholar
  - **\$700** per month for the spouse, and
  - **\$400** per month for each child.
- Passport
- GT host department invitation letter



---

## Steps in the process

### Hiring & Hosting Eligibility Determination E-forms

---

Initiated by ASC, then routed to 2<sup>nd</sup> approver.

**1. Department Chair/Unit Director Approval**

- a. Initiator – ASC
- b. 2<sup>nd</sup> Approver – Department Chair

**2. Biographical Information**

- a. Initiator - ASC
- b. 2<sup>nd</sup> Approver – Exchange Visitor

**3. Export Control Questionnaire**

- a. Initiator - ASC
- b. 2<sup>nd</sup> Approver – PI, Supervisor, or Faculty Host

**4. Visual Compliance & Research Security Approval**

- a. Initiator - ASC
- b. 2<sup>nd</sup> Approver – Office of Ethics and Compliance ([asklegal@gatech.edu](mailto:asklegal@gatech.edu))

**5. Export Review & General Counsel Approval**

- a. Initiator – ASC
- b. 2<sup>nd</sup> Approver – Research Security ([rsreview@gatech.edu](mailto:rsreview@gatech.edu))

**6. Appointment/Visit Information**

- a. Initiator – ASC
- b. 2<sup>nd</sup> Approver – Academic Unit HR Administrator

**7. Visa Eligibility Determination**

- a. Initiator - ASC
- b. 2<sup>nd</sup> Approver – Global HR & OIE

- This process is the same for all J-1 categories and is required for all foreign nationals visiting or working at Georgia Tech
- Once all are completed, and Global HR recommends J-1 Exchange Visitor, the e-form will be routed to OIE for processing to determine the category.



---

## Steps in the Process

### J Scholar Initial DS-2019 Request

---

Initiated by Hosting Academic Unit's HR Admin, then routed to 2<sup>nd</sup> approver

#### 1. English Proficiency

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Depends on which option is chosen (can be GTLI or Exchange Visitor)

#### 2. J Scholar Program Information

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – GT Faculty Host Supervisor

#### 3. J Scholar Financial Information

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Depends on who is providing the financial support (can be the Academic Unit or the Exchange Visitor)

#### 4. J Scholar Applicant Information

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Exchange Visitor

#### 5. J Scholar Dependent Information (must be completed whether they have dependents or not)

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Exchange Visitor

#### 6. J Scholar Department Compliance Certification

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – GT Faculty Host Supervisor

#### 7. J Scholar Initial DS-2019 Payment

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Host Department or Scholar (Once payee is determined)

#### 8. J Scholar Faculty Host Exchange Visitors Exception Request –(If required)

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – GT Faculty Host Supervisor



---

## Steps in the Process

### J Student Intern Initial DS-2019/DS-7002 Request

---

Initiated by Hosting Academic Unit's HR Admin, then routed to 2<sup>nd</sup> approver

**1. English Proficiency**

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Depends on which option is chosen (can be GTLI or Exchange Visitor)

**2. J Student Intern Program Info**

- a. Initiator – Academic Unit HR Admin
- c. 2<sup>nd</sup> Approver – GT Faculty Host Supervisor

**3. J Student Intern Initial Application for DS-2019**

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Exchange Visitor

**4. J Student Intern Home Institution Certification**

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Student's Dean or Academic Advisor at their Home Institution

**5. J Student Intern Department Compliance Certification**

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – GT Faculty Host Supervisor

**6. J Student Intern Initial DS-2019 Payment**

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – Host Department or Student Intern (Once payee is determined)

**7. J Student Intern Faculty Host Exchange Visitors Exception Request –(If required)**

- a. Initiator – Academic Unit HR Admin
- b. 2<sup>nd</sup> Approver – GT Faculty Host Supervisor



---

### Things to Remember

---

- All e-forms within the J Scholar and J Student Initial Request group can be submitted simultaneously.
- OIE process does not start until all the e-forms are completed and submitted in iStart.
- Once all information/e-forms are submitted, OIE's processing time to create the DS-2019 is around 15 business days.
- The DS-2019 will be digitally signed by OIE and sent to the scholar by email.
- Student interns will receive both a DS-2019 and a DS-7002 form.
- OIE will send the DS-7002 to the GT Host Supervisor via DocuSign.
- Once signed, OIE will send the DS-2019 and DS-7002 electronically to the student.
- All Faculty Host Supervisors must complete the BridgeUSA Annual training every year
- Faculty Host Supervisors cannot currently host more than three exchange visitors unless they have an exception approval from their dean.

### E-form Status

- Required: The e-form has not yet been initiated by HR Admin
- Routed to Third Party: The e-form has been initiated, but the 2<sup>nd</sup> approver has not completed their portion
- Pending Office Approval/Submitted: The e-form is complete and ready for OIE to review
- Draft: The e-form has been started but not submitted or routed to 2<sup>nd</sup> approver