The following information is necessary for Loyola University Chicago’s (LUC) issuance of a Form DS-2019, “Certificate of Eligibility for Exchange Visitor (J-1) Status.” A DS-2019 is required for an exchange visitor (EV) to obtain a J-1 visa abroad or to extend his/her J-1 visa status within the United States.

Please submit all required forms and supporting documentation at least two (2) months in advance of the EV’s intended start/continue date at LUC.

1. **Host Department Information**

   Department Name

   Department Contact Person

   Department Contact Person’s Telephone Number

   Department Contact Person’s Email Address

2. **Purpose of Request (check one)**

   o To begin a new J-1 program at LUC

   o To extend an on-going J-1 program at LUC
   (the EV’s current DS-2019 expires on: ____________________ )

   o To transfer from another U.S. institution’s J-1 program to LUC’s J-1 program

3. **DS-2019 Delivery (check one)**

   o The host department will pick-up the new DS-2019 from the Office for International Programs and arrange for mailing to the EV abroad or delivery to the EV on-campus

   o The Office for International Programs will mail the new DS-2019 to the EV at the following address abroad via express courier:

   ________________________________________________________________

   ________________________________________________________________
4. **EV Information**

________________________________________________________________________________________

Last Name (Family Name)                                                                 

First Name (Given Name)                                                               

________________________________________________________________________________________

Country of Citizenship                                                             

Email Address                                                                      

- Male                                                                                   
- Female                                                                                

Will the EV bring a spouse or children to the U.S. in J-2 visa status?

- Yes                                                                                       
- No                                                                                      

5. **Program Proposal**

Proposed dates for EV’s visit: From (mm/dd/yyyy):_______________ To (mm/dd/yyyy):_______________

________________________________________________________________________________________

Appointment/title EV will be given at LUC

________________________________________________________________________________________

EV’s primary work site address at LUC (Number/Street, Floor/Room/Suite, City, State, Zip)

Please provide a short description of the EV’s proposed primary activity/duties to be performed while at LUC:

________________________________________________________________________________________

________________________________________________________________________________________

6. **Funding for EV**

All EV/J-1 visa applicants must provide proof of funding for the duration of their stay in the U.S., currently calculated at a rate of $1250 per month ($15,000 per year). Additional funding for (J-2 visa) dependents of the EV/J-1 visa applicant are currently calculated at a rate of $460 per month for spouses, and $320 per month for each child. Financial support documents must have been issued/dated within the past six (6) months, and should clearly specify the account holder’s name and available dollar amount in the account(s).

**LUC Host Department (check one)**

- Has received direct or indirect funding for international exchange from one or more U.S. Government agencies to support this EV

- Has not received direct or indirect funding for international exchange from one or more U.S. government agencies to support this EV
Financial Support (check and complete all that apply)*

- Loyola University $_________________
- U.S. Government Agencies $_________________
- EV’s Home Government $_________________
- Other Organizations $_________________
- Personal Funds $_________________

*To ensure verification of sufficient funding for the EV’s entire program at LUC, copies of their funding or scholarship letters, confirmation of salary continuation, and/or personal or sponsor’s bank statements must be included with this request. All documents must be translated into English.

7. **Health Insurance Coverage**

Under regulations of the United States Department of State, **all individuals who enter the U.S. on a J-1 visa are required to have health insurance to cover themselves and any accompanying dependents** for the duration of their program. This insurance coverage must meet the following requirements for both EVs and their dependents (if applicable):

- Medical benefits of **at least** $100,000 per accident or illness
- Repatriation of remains in the amount of $25,000
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of $50,000
- A deductible not to exceed $500 per accident or illness

EVs may provide proof of their existing health insurance coverage, although insurance purchased abroad (or from a provider in the U.S.) must meet the stated requirements above and be continuous for the duration of the EV’s (and their dependents) program. It is the responsibility of the EV to provide insurance information and policy coverage documentation to their host department. Willful failure to maintain adequate insurance coverage during the EV’s stay in the U.S. in J-1 visa status will result in the termination of their program.

8. **English Proficiency Requirement**

United States Department of State regulations require that EVs demonstrate sufficient English proficiency to participate in their program. This requirement can be met in one of three ways: 1) By interview; 2) With a TOEFL or other recognized English test; or 3) By written verification from an English instructor/program.

***Please complete the attached English Proficiency Form and return it to the Office for International Programs with the other completed DS-2019 request forms. English proficiency must be documented and submitted before a DS-2019 can be issued.***
9. **Compliance**

In compliance with federal regulations governing the J-1 Exchange Visitor Program, you are certifying that all information in this request is true and accurate to the best of your knowledge. Your signature below indicates that you will abide by the following:

- Verify that the EV provides proof of required financial support for themselves and their dependents (if applicable)

- Determine that the EV possesses sufficient English language proficiency for their proposed program objectives (complete the attached English Proficiency Form)

- Inform the EV of health insurance requirements and their responsibility for premium payments

- Ensure that the EV has appropriate academic credentials for their category and for their position

- Ensure that the EV meets with an Advisor from the Office for International Programs upon arrival at LUC for immigration document check-in and a brief orientation

- Notify the Office for International Programs immediately of any changes in the terms or conditions of the EV’s program (including employment or payment not originally listed on the DS-2019 or early completion of the program)

---

**Department Contact**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Title</th>
<th>Email Address</th>
</tr>
</thead>
</table>

**Dean, Director, or Chair**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Title</th>
<th>Email Address</th>
</tr>
</thead>
</table>

**Faculty Administration (Provost or Designee)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Title</th>
<th>Email Address</th>
</tr>
</thead>
</table>

Please submit completed forms to the Office for International Programs  
Sullivan Center, Suite 206, Lake Shore Campus  
iss@LUC.edu / 773-508-3899