

**Important Information and Instructions for Completing the  
Department Request For DS-2019 Form**

**U.S. Immigration and Customs Enforcement**

1. Prospective Exchange Visitors (EV) may need a month to obtain a J-1 visa.
2. EVs **must** enter the U.S. on or before 30 days from the beginning date listed on the DS-2019.
3. If the EV cannot arrive on or before the beginning date on the DS-2019, the Office of International Students & Scholars (OISS) **MUST** be notified to amend the program dates to reflect the new arrival date. Failure to do so **will** result in the termination of their program by the US Department of Homeland Security and the EV **will not** be permitted to enter the U.S. (Homeland Security regulation).
4. EVs **must** show proof of health insurance for self and dependents. Failure to do so **will** result in the termination of their program (Department of State regulation).
5. EVs and dependents **MUST** report to the Office of International Students and Scholars immediately upon arrival to the U.S. and the URI campus. Failure to report **MAY** result in the termination of their program (Homeland Security and State regulation).

**Extensions**

6. If needed, an extension of the program must be submitted prior to the expiration date on the EV's current DS-2019 document.

**Transfers from-to another American institution:**

7. If an EV wishes to transfer to URI from another American institution, the transfer-out school must transfer the EV's record using SEVIS. URI cannot generate a new DS-2019 until the transfer has been initiated by the institution holding the SEVIS record.

**Exchange Student Visitor Categories**

8. **Student:** An individual pursuing a full course of study leading to or culminating in the award of a U.S. degree from a post-secondary accredited educational institution (**degree**).
  - Engaged full-time in prescribed course of study of up to 24 months duration (**non-degree**)
  - Engaged in academic training (**degree and non-degree**)
9. **Interns:** An individual pursuing work and academic experience at an American College or University.

**Miscellaneous:**

10. It is the responsibility of the sponsoring department to mail the Form DS-2019 to the EV. We will notify you once the form(s) has/have been completed.
11. It is the responsibility of the EV to notify the OISS once an exchange visitor has finished his/her program. Failure to do so may result in complications for the EV when attempting to return in the same or another visa category to the United States (Homeland Security).
12. **Approval** by both the Dean and Department Chair (if applicable) is required for the initial visit and any extensions.

**EXCHANGE STUDENTS/INTERNS PROGRAM  
REQUEST FOR DS-2019 FORM**

***Exchange Student/Intern Information***

Date of this request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Female  Male

City of Birth: \_\_\_\_\_ Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Country of Legal Residence: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Institution: \_\_\_\_\_ Country of Home Institution: \_\_\_\_\_

Academic Status: (check one only):     Visiting Student                       Intern

Internship Department at URI: \_\_\_\_\_

Proposed program dates    From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Extension dates request    From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

***Financial Information: support for the prospective exchange student/intern will be provided by***

URI    \$ \_\_\_\_\_ .00 USD

Personal Funds                              \$ \_\_\_\_\_ .00 USD

OTHER SOURCE                              \$ \_\_\_\_\_ .00 USD    Name of Agency: \_\_\_\_\_

***URI Sponsor Contact Information***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval by Dean and Department Chairman (if applicable) required.**

\_\_\_\_\_  
**Signature of Dean**    **Print/Type Name**    **Date**

\_\_\_\_\_  
**Signature of Chairman of Department**    **Print/Type Name**    **Date**

\_\_\_\_\_  
**Signature of Export Control Officer**    **Print/Type Name**    **Date**