



PROCEDURES FOR J-1 VISA RESEARCH/TEACHING REAPPOINTMENTS AT UTHSC Houston

Form DS-2019 (Certificate of Eligibility for the J-1 Exchange Visitor Visa) is completed by the Office of International Affairs and mailed to the visitor (by regular airmail) in order that the visa can be obtained from the American Embassy or Consulate abroad.

Application Requirements

The Office of International Affairs (OIA) will determine the eligibility for the issuance of the Form DS-2019 upon receipt of the following items:

- Cover Sponsor Visa Request Letter for Extension of J-1 Visa Document from hiring-inviting department including specific information needed to prepare Form DS-2019. [See sample letter](#) found in the OIA web site.
- Copy of reappointment letter signed by the appropriate authority* (see Reappointment Authorities below), which includes title, salary, period of reappointment, (start and end date) and percentage of time to be spent in research, teaching, and/or clinical activities.
- Evidence of funding or financial solvency in the minimum amount of \$1,500 per month for the J-1 visa holder plus \$2,000 per year per family dependant, when applicable, for the entire period of extension requested. This requirement applies to all exchange visitors who will not be fully sponsored financially by the UTHSC-H. Evidence of funding documentation must be in writing, original form, in English or accompanied by a certified English translation, and for all documents submitted as evidence of funding *such as bank statement, financial award letter, etc.*
- [J-1 Insurance and Waiver Statement Sheet](#)
- Proof of health insurance coverage for the length of the extension, as follows:
 - o Major Medical Coverage: \$50,000
 - o Repatriation of Remains: \$ 7,500
 - o Medical Evacuation: \$10,000
- Copy of unexpired passport for the J-1 exchange visitor and J-2 dependents
- Copy of current I-94 Form.

*REAPPOINTMENT AUTHORITIES:

- *UT HEALTH SCIENCE CENTER*: Must be approved by the Dean of the school, the Department Chair, the Director of Management Operations, and/or Human Resources.
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- *TEXAS HEART INSTITUTE*: Must be processed through Linda Jimenez or Samantha Truong.

NOTE: institutional funding and appointment for employment, when considered suitable, must be cleared and approved by appropriate instances prior to extending / accepting a reappointment offer and requesting extension of the visa eligibility document (Form DS-2019) for an exchange visitor.

It is the sponsoring or hiring department responsibility to clear the viability of the proposed appointment through the appropriate approval authorities (Dean's Office, Human Resources, Postdoctoral Affairs, Research / Academic Affairs, etc) in terms of title, compensation, verification of credentials, and other compliance factors involved in appointing or hiring any individual to conduct any research, clinical, or academic activity at The UTHSC-H.

Maximum stay allowed for J-1 Exchange Visitor categories



Research Scholar/Professor: eligible to extend up to 5 Years if exchange visitor has not received or been recommended for a waiver of the 2 year home residency requirement.

Short-Term Scholar: eligible to extend up to 6 months with no option to extend beyond the six month period.

Student Non-Degree: eligible to extend up to 2 Years if exchange visitor has not received or been recommended for a waiver of the 2 year home residency requirement.

Processing Extension of Form DS-2019



Once OIA reviews the required documents above, an International Visitor Advisor (IVA) will notify the department administrator whether or not the prospective exchange visitor is eligible to obtain extension of Form DS-2019. If not eligible, the IVA will notify the Department and Visitor of the reasons the extended document cannot be issued. If eligible, the IVA will process the extended DS-2019 in the Student Exchange Visitor Information System (SEVIS). This normally requires 10 business days. Please refer to OIA [Timelines Chart for Visa Requests](#)

Once the DS-2019 information is accepted by the SEVIS system, the IVA will print the extended DS-2019 and will contact the exchange visitor to pick up the extended DS-2019 Form.

The Office of International Affairs welcomes international exchange visitors by appointment only. Please call our main line at 713-500-3176 to schedule an appointment during office hours. We are open Monday through Friday from 8:00 to 5:00 p.m. Central Standard Time, except for Thursdays which are reserved for administrative duties. Please do not hesitate to contact us should you have any questions or concerns regarding this subject.