

### **DS-2019 Request Form**

1. **Biographical Data:** Fill in your surname, given name, date of birth, sex, city of birth, country of birth, country of citizenship, and country of legal permanent residence (if different from country of citizenship). If the country of legal permanent residence is different from the citizenship, please submit proof of legal permanent resident status with the request form. Documentation varies by country.

2. **Emergency Contact:** Provide the name and telephone number (international format) of someone who can be reached in case of an emergency.

3. **Appointment Information:** This is your Appointment Begin Date and Appointment End Date. Please use the same dates you wrote on your VSPA form (Beginning Date and End Date). Indicate the name of your faculty sponsor. Write a short description of your research. This should be a little longer than the Purpose of Research Visit you wrote on the VSPA form.

4. **Funding:** Enter the total amount of funding for the period you are proposing to be at Berkeley, and indicate the funding source. If it is an external agency, organization, or university, please provide the name of that entity.

5. **Position in Home Country:** Type in your position and home institution or employer.

6. **Passport Information:** Provide the expiration date of your passport, together with the country that issued the passport. Also provide a copy of the biographical picture page of your passport.

7. **Current Visa Information:** Complete this section only if you are currently in the United States.

8. **Prior Visa Information:** Provide information about previous J-1 or H-1 visas, if you have had any. Also provide your anticipated date of arrival to the U.S., any upcoming international travel plans, and city/country where you will apply for the J-1 visa.

9. **Education:** Tick which degree is the highest you have earned (if you have a B.A. and Ph.D., you only need to check Ph.D.). Degree Field is your major. Degree Institution is the university where you received your degree. Fill in the Date Completed (graduation date). Tick whether you have an M.D. and whether you are a student. If you are a student, give the name of the university you are attending, your major in the Degree Field, and check the appropriate degree level for the highest degree you have earned so far.

10. **U.S. Institution:** Only complete this section if you are currently in the U.S. at a different institution.

11. **Dependents:** Indicate whether your family is currently in the U.S., and if your spouse and/or children will be accompanying you on J-2 status. For a spouse and any child/children who will be accompanying you, fill in his/her surname, given name,

relationship (spouse or child), gender, date of birth, city of birth, country of birth, country of citizenship, and country of legal permanent residence. ***Please note that children must be under 21 years old to receive J-2 visas. You cannot bring parents or other relatives. Only spouses and children under 21 can accompany you in the U.S. If there are other family members who want to join you, they will have to get their own visas, and ISEES cannot help you with this. We apologize for the inconvenience, but this is what U.S. immigration law requires and it is not up to us.***

### **Funding Information**

This page may look complicated, but it is actually quite straightforward. Please read each of the following cases to see which one applies to you.

(a) If you are a professor, researcher, or other scholar and your employer will continue to pay you a salary while you are in the U.S., please check **“Other source of funding”**. Under **“Specify source”**, write the name of your employer.

In the column to the right, write the **total amount of funding**, i.e., salary, you will receive from your employer during the time you will be a visiting scholar. This should be equal to the number on your VSPA form under “Amount per month,” **multiplied by the number of months you will be a visiting scholar**. *You will need to submit a letter from your employer stating the dates of your visiting scholar affiliation and the salary they will pay you during that time.*

(b) If you are a professor, researcher, scholar, or student and your employer will *not* pay your salary while you are in the U.S., but you received a fellowship or scholarship that will fund you, check **“Other source of funding”**. Under **“Specify source”**, write the name of your sponsoring institute, foundation, or other fellowship or scholarship granting agency, for example, “Open Society Institute.”

In the column to the right, write the **total amount of your fellowship**. *You will need to submit a letter from your sponsor, such as an acceptance letter, stating the amount of the fellowship and its purpose.*

(c) If you will not receive a salary from your employer or a fellowship to fund your study in the U.S., and you are using your own personal funds, check **“Scholar’s Own Personal Funds”**. In the column to the right, write the amount of funds you have available *for the entire period you will be a visiting scholar*. *You will need to submit a bank statement in English and converted to U.S. dollars to show that you have these funds available. The statement should be from some time in the past 6 months.*