



**DS-2019 REQUISITION FORM FOR  
EXCHANGE STUDENT VISITOR (J-1) STATUS**  
*For the joint Master of Global Entrepreneurial Management Program*

A complete requisition form is to be obtained by the hosting department at the University of San Francisco. All information must be verified and complete, including all supporting documentation, before submission to ISSS. Please submit the requisition packet at least three months prior to the Exchange Visitor's arrival, allowing adequate time for the exchange visitor to apply for and obtain his/her J-1 visa.

**A. Biographical Information**

1. Name: \_\_\_\_\_  
(Surname/Family name in all CAPS) (First Name) (Middle Name)

Date of Birth: [ ] [ ] [ ] MALE  FEMALE   
(Month) (Day) (Year)

Birthplace: \_\_\_\_\_  
(City) (Country)

Citizenship: \_\_\_\_\_  
(Country)

Legal Permanent Residency: \_\_\_\_\_  
(Country)

Position/Occupation in Home Country: \_\_\_\_\_

2. Please indicate if the exchange visitor you are inviting has been inside the U.S. within the preceding 12 months. \*Yes  No

If Yes, when:

Dates in the United States	Immigration Status (type of visa used to enter the United States)
_____ to _____	_____
_____ to _____	_____
_____ to _____	_____

3. Has the prospective Exchange Visitor ever held J-1 status in the United States before?

\*Yes  No

*\*If yes, please attach copies of all previous IAP-66/DS-2019 forms.*

## **B. Academic Program Information**

4. Period of J-1 Exchange Program at USF: Beginning Date: \_\_\_\_\_  
(Report to USF by this date) (Month) (Day) (Year)

Ending Date: \_\_\_\_\_  
(Month) (Day) (Year)

*Note:* The J-1 visitor can enter the country up to 30 days before the program start date indicated on the DS-2019.

## **C. Health Insurance Requirement**

As per U.S. Department of State regulations and USF requirements, all J-1 Exchange Visitors are required to obtain adequate health insurance for their entire duration of stay. Many health insurance plans do not meet the standards set by the U.S. Department of State, so do not enroll in another plan for your visit to the United States.

- ✓ All MGEM students will need to be enrolled in a qualified Health Insurance plan. Details will be provided from USF.

## **D. Additional Documentation**

All DS-2019 requests need to be accompanied by the following documents:

The student supplies:

- A Certificate of Finances
- Copy of passport
- Copies of past U.S. visas and DS-2019s (if applicable)

The USF department supplies:

- A Letter of Invitation that includes the exchange visitor's purpose, their dates of attendance in J1 status and is signed by the department dean and program chair. This letter should also include department contact info and state that they accept responsibility for the visitor as their sponsor.

*For more information about the U.S. Department of State's Exchange Visitor Program, visit:*

<http://exchanges.state.gov/jexchanges/index.html>