DS-2019 Request Form for Scholars Part II:
Academic Department Form

Please Check One:
☐ New entry to the U.S
☐ Transferring to SMU’s J-1 (Please request a J-1 Transfer-in Form from another U.S institution)

1. Scholar’s Surname/Given Name:__________________________________________________

2. Dates of appointment at SMU (MM/DD/YYYY): ______________________ to ______________________

These dates should be at least 3 months from the date of submission. If there are any other delays, when is the latest start date of this appointment? ______________________

**Scholar will need to check-in with ISSS on the first day of appointment. Check-ins usually takes 1 hour. Scholar must bring all immigration documents to the appointment. Please contact ISSS immediately if Scholar is delayed or there is a change in dates.

3. Is the scholar staying less than 6 months? ☐ YES ☐ NO

4. Will the scholar perform his/her activities only at SMU University? ☐ YES ☐ NO

Note: all sites of activities must be affiliated with SMU.

1) If no, please provide the name and address of all the other sites besides SMU University that the scholar will perform his/her activities. If any of the other sites are medical facilities, please verify that there will be no patient care/contact:

________________________________________________________________________

2) If multiple sites of activity, please indicate which site will be the primary location:

________________________________________________________________________

Special note: If the scholar wishes to collaborate both at SMU and from outside the United States, the process becomes significantly more complex for both the department and the ISSS. Please contact: Claudia Sotomayor Hart (claudiahart@smu.edu) to discuss.

5. Brief description of scholar’s primary research objective:
6. **Funding Details:** All funding documentation must be dated within 6 months of the request and have the exchange visitor’s name on the document.

<table>
<thead>
<tr>
<th>SMU University Funding</th>
<th>Amount</th>
<th>$</th>
<th>(must match offer letter and PAF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Sponsorship</td>
<td>Amount</td>
<td>$</td>
<td>(attach proof such as letter)</td>
</tr>
<tr>
<td>Other Sponsorship</td>
<td>Amount</td>
<td>$</td>
<td>(attach proof such as bank statement and letter of support)</td>
</tr>
<tr>
<td>Personal Funding</td>
<td>Amount</td>
<td>$</td>
<td>(attach proof such as bank statement)</td>
</tr>
<tr>
<td><strong>TOTAL FUNDING</strong></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Any anticipation of payment to the scholar must be verified by emailing foreignnationals@smu.edu

7. **Select Visa Category:**
Please select category you think best fits the scholar objectives here at SMU. Please contact ISSS if you have any questions about the appropriate category as there are other categories besides the ones listed below: internationalscholars@smu.edu

<table>
<thead>
<tr>
<th>J-1 category</th>
<th>Purpose</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>An individual primarily teaching, lecturing, observing or consulting. A professor may also conduct research, unless disallowed by the sponsor. 22 C.F.R 62.4(e) <strong>Subject to repeat participation bars.</strong> Position cannot be tenure track</td>
<td>3 weeks</td>
<td>5 years <em>Under limited circumstances, scholar can spend some time out of country as long as scholar is still maintaining status</em></td>
</tr>
<tr>
<td>Research Scholar</td>
<td>An individual primarily conducting research, observing, or consulting in connection with a research project. The research scholar may also teach or lecture unless disallowed by the sponsor. 22 C.F.R 62.4(f) <strong>Subject to repeat participation bars.</strong></td>
<td>3 weeks</td>
<td>5 years <em>Can spend some of time out of country as long as scholar is still working on research objective and maintaining status</em></td>
</tr>
<tr>
<td>Short-term Scholar</td>
<td>A professor, research scholar, specialist, or a person with similar education or accomplishments coming to the United Status on a short-term visit for the purpose of lecturing, observing, consulting, training or demonstrating special skills. 22 C.F.R 62.4(b) <strong>Not subject to repeat participation bars.</strong></td>
<td>1 day</td>
<td>6 months</td>
</tr>
<tr>
<td>Visiting Int’l UG Researchers Student Intern</td>
<td>For current undergraduate students only. Visiting international undergraduate level (research-only) students are a special case. They are undergraduate students abroad who come to SMU for a short visit to engage in experimental research-only learning, often in the summer months. They do not yet have a Bachelor’s degree, or Bachelor’s degree equivalent, and are not pursuing an undergraduate degree at SMU C.F.R 62.23(h)(2)</td>
<td>3 weeks</td>
<td>24 months</td>
</tr>
</tbody>
</table>
8. **METHOD TO DETERMINE ENGLISH PROFICIENCY:**

The Department of State requires that sponsors (Southern Methodist University) verify incoming exchange visitors (EV) are proficient in the English language. Please make sure to document and provide the method the department is using based on the methods accepted at your school.

According to the code of federal regulations, 22 CFR 62.10(a)(2), we are required to use one of three methods to verify the sufficiency of "an applicant's English language proficiency" and to satisfy the "objective measurement" requirement:

1. “A recognized English language test,”
2. “Signed documentation from an academic institution or English language school,"
3. “A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option"

In addition to selecting one of these three methods, you may also attach additional information to supplement the Exchange Visitor’s English Proficiency:

4. Proof of having graduated from a U.S. Higher Institution (attach copies of transcripts)
5. Previous appointments as an Exchange Visitor (attach copies of previous DS-2019)
6. Other: Professional publications printed in English or written research work. If other, scholar must also conduct an Interview Assessment.

9. **Satisfying the English Proficiency Requirement:**

<table>
<thead>
<tr>
<th>Method</th>
<th>Details</th>
</tr>
</thead>
</table>
| A recognized English language test          | □ TOEFL □ IELTS □ Other:  
Score:                                  |
| Signed documentation from an academic institution or English language school | Name of Academic Institution or Program EV completed ESL Certificate (Please attach copy of certificate of completion) |
| A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option | Please attach Interview Survey (see next page) |
Prospective Scholar: _____________________ Country of Citizenship: ____________________

Host Faculty Name: ________________________ Department: __________________________

Date of Interview: _____________________________________

Interview Method: □ In Person □ By videoconferencing □ By Telephone

<table>
<thead>
<tr>
<th>Question</th>
<th>Score</th>
<th>Assessment Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please share a little about your previous experiences traveling and/or living abroad. If you have not traveled outside your home country, please share a little about what you will do to prepare for your time in the U.S.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What motivated you to pursue a research position at the University of Colorado, Boulder?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What do you think will be the most challenging aspect of living and working in the U.S?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How do you think that the time you spend at the University of Colorado Boulder will benefit you personally and professionally?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please enter additional J program content-area questions and questions developed to gauge whether the prospective scholar will be able to function on a day to day basis in the U.S. and this specific J program.

Does the prospective J-1 exchange visitor have sufficient English proficiency to participate fully in the proposed J program and function on a day-to-day basis? □ Yes □ No

Host Faculty’s Overall Assessment

Host Faculty Member/Intensive English Program Coordinator Name

Host Faculty/Intensive English Program Coordinator Signature

Independent SPEAKING Rubrics
<table>
<thead>
<tr>
<th>Score</th>
<th>General Description</th>
<th>Delivery</th>
<th>Language Use</th>
<th>Topic Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>The response fulfills the demands of the task, with at most minor lapses in completeness. It is highly intelligible and exhibits sustained, coherent discourse. A response at this level is characterized by all of the following:</td>
<td>Generally well-paced flow (fluid expression). Speech is clear. It may include minor lapses, or minor difficulties with pronunciation or intonation patterns, which do not affect overall intelligibility.</td>
<td>The response demonstrates effective use of grammar and vocabulary. It exhibits a fairly high degree of automaticity with good control of basic and complex structures (as appropriate). Some minor (or systematic) errors are noticeable but do not obscure meaning.</td>
<td>Response is sustained and sufficient to the task. It is generally well developed and coherent; relationships between ideas are clear (or clear progression of ideas).</td>
</tr>
<tr>
<td>3</td>
<td>The response addresses the task appropriately but may fall short of being fully developed. It is generally intelligible and coherent, with some fluidity of expression, though it exhibits some noticeable lapses in the expression of ideas. A response at this level is characterized by at least two of the following:</td>
<td>Speech is generally clear, with some fluidity of expression, though minor difficulties with pronunciation, intonation, or pacing are noticeable and may require listener effort at times (though overall intelligibility is not significantly affected).</td>
<td>The response demonstrates fairly automatic and effective use of grammar and vocabulary, and fairly coherent expression of relevant ideas. Response may exhibit some imprecise or inaccurate use of vocabulary or grammatical structures or be somewhat limited in the range of structures used. This may effect overall fluency, but it does not seriously interfere with the communication of the message.</td>
<td>Response is mostly coherent and sustained and conveys relevant ideas/information. Overall development is somewhat limited, usually lacks elaboration or specificity. Relationships between ideas may at times not be immediately clear.</td>
</tr>
<tr>
<td>2</td>
<td>The response addresses the task, but development of the topic is limited. It contains intelligible speech, although problems with delivery and/or overall coherence occur; meaning may be obscured in places. A response at this level is characterized by at least two of the following:</td>
<td>Speech is basically intelligible, though listener effort is needed because of unclear articulation, awkward intonation, or choppy rhythm/pace; meaning may be obscured in places.</td>
<td>The response demonstrates limited range and control of grammar and vocabulary. These limitations often prevent full expression of ideas. For the most part, only basic sentence structures are used successfully and spoken with fluidity. Structures and vocabulary may express mainly simple (short) and/or general propositions, with simple or unclear connections made among them (serial listing, conjunction, juxtaposition).</td>
<td>The response is connected to the task, though the number of ideas presented or the development of ideas is limited. Mostly basic ideas are expressed with limited elaboration (details and support). At times relevant substance may be vaguely expressed or repetitious. Connections of ideas may be unclear.</td>
</tr>
<tr>
<td>1</td>
<td>The response is very limited in content and/or coherence or is only minimally connected to the task, or speech is largely unintelligible. A response at this level is characterized by at least two of the following:</td>
<td>Consistent pronunciation, stress, and intonation difficulties cause considerable listener effort; delivery is choppy, fragmented, or telegraphic; frequent pauses and hesitations.</td>
<td>Range and control of grammar and vocabulary severely limit or prevent expression of ideas and connections among ideas. Some low-level responses may rely heavily on practiced or formulaic expressions.</td>
<td>Limited relevant content is expressed. The response generally lacks substance beyond expression of very basic ideas. Speaker may be unable to sustain speech to complete the task and may rely heavily on repetition of the prompt.</td>
</tr>
<tr>
<td>0</td>
<td>Speaker makes no attempt to respond OR response is unrelated to the topic.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXPRESS SHIPPING:

Exchange Visitors can pay for their own express mailing by creating their mailing label through Eship Global. The exchange visitor will be able to select their preferred courier. Please follow instructions by going to the link below.

a. [http://www.smu.edu/~media/Site/international/isss/studentforms/2015/EshipInstructions.ashx](http://www.smu.edu/~media/Site/international/isss/studentforms/2015/EshipInstructions.ashx)

DEPARTMENTS PAYING FOR THE SHIPPING OF THE DS2019 PACKET MUST INCLUDE A MAILING LABEL WITH THE DS-2019 REQUEST.

Responsibilities of Hiring Department:

A departmental administrator (the SMU department supervisor) must be an individual who has the authority to act and accept certain responsibility on behalf of the department for University compliance with U.S. Government regulations. The ISSS cannot assume overall responsibility without close cooperation from the departmental contact. These responsibilities include:

- Being responsible for verifying the validity of funding if supported by SMU grants or other funds available.
- Submitting required information to the ISSS Office for all new scholars coming to the U.S. under the J-1 Exchange Visitor Program. Please allow at least a **three-month lead-time** before a scholar arrives. In some cases it may take longer based on the country of origin or the visa action required.
- Monitoring scholars' arrival dates and informing the ISSS of possible delays. Scholars must enter the U.S. within 30 days of the start date on the Form **DS-2019**, the certificate of eligibility of the **J-1 visa**. The ISSS Office may need to issue a new Form DS-2019 if a scholar arrives close to the 30 day mark.
- Notifying the ISSS if the scholar withdraws his/her participation at SMU.
- Sending all new scholars to check-in with the ISSS Office upon arrival. All new scholars must be validated in SEVIS before they can begin their activities at SMU.
- If a scholar needs to apply for an extension of their DS2019, the department must provide information about the extension request including signing the extension request form, sending a new copy of the appointment letter and funding.
- Notifying the ISSS Office if a scholar leaves SMU before the end of his/her appointment.
- Making the appropriate arrangements for an academic appointment at ISSS. For instance, if the scholar is NOT receiving benefits, the department must sponsor a new account in order to give him/her access to the internet, library resources, the rec center, parking, etc.
- Clarifying for scholars what facilities will or will not be available to them while at SMU, e.g. health coverage, office space, secretarial help, computer/email access, and the time and attention of departmental colleagues.

_I hereby verify that all information on this form is true and accurate to the best of my knowledge._

Supervisors Name: _____________________________ Supervisor’s Signature: __________________________

Email: _________________________________ Campus Number: ___________________________________
**DEPARTMENT CHECKLIST FOR DS-2019 REQUEST SUBMISSION:**

_____ DS-2019 request form is complete with all the required information requested.

_____ Acceptance/Appointment letter from issuing department *(Scholars only: must be a non-tenure track position)*. Letter must have specific dates of appointment.

_____ Proof of funding: If benefits-eligible employee, please submit a copy of appointment letter stating the amount of salary or stipend, etc.

_____ Proof of English Proficiency.

Email one single PDF file with all the required documents to internationalscholars@smu.edu

Incomplete requests will be sent back.

All requests will be processed within 7 to 10 business days.