



DS-2019

What is this form?

All exchange visitor applicants must have a SEVIS generated DS-2019 issued by a Department of State designated sponsor, which they submit when they are applying for their exchange visitor visa.

The consular officer will need to verify the DS-2019 record electronically through the SEVIS system in order to process the exchange visitor visa application to conclusion.

DS-2019

- ❖ Complete a “New 2010” DS-2019 Request: Certification for a J-1 Visa (Sample attached at end)
- ❖ Submit form to RO (Responsible Officer)
- ❖ Must include the following:
 - 1st Page of Application
 - Completed Guarantee Form
 - Statements: Insurance, Interview, CBC Approval
 - Passport Page

- ❖ RO completes and returns forms to YEO with yellow forms to be sent to YEO or student with welcome package (sample yellow pages attached)
- ❖ Visa issued upon arrival
- ❖ I-94 (received at entry)
- ❖ DS-2019 must be validated for travel by hosting country RO

SEVIS Reporting

SEVIS= Student and Exchange Visitor Information System

SEVIS is an Internet based system that maintains accurate and current information on non-immigrant students (F and M visa), exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). SEVIS enables schools and program sponsors to transmit mandatory information and event notifications via the Internet, to the Department of Homeland Security and Department of State (DOS) throughout a student or exchange visitor’s stay in the United States.

Resource: http://travel.state.gov/visa/temp/types/types_1267.html

- ❖ On Student's Arrival
 - YEO reports name, date of arrival, and host family address (no P.O. Box) to
 - Responsible Officer (RO)
 - CISI-Buldoc Insurance
 - Rotary International
- ❖ When student changes address (**YEO must report within 5 days to RO**)
 - Report student name, new family name, new address, and date of move.
 - Report new family information to Rotary International

VISA Help for Inbounds

- ❖ RO sends 4 yellow pages to District YEO to include in welcome package
- ❖ Instructions Regarding
 - Appointment at Consulate
 - Take Passport and DS-2019
 - I 901 and DS 156 Fee \$100.00 each
 - Sample questions and answers
- ❖ At Arrival Port
 - Obtain Visa and I 94

VISA Help for Outbounds

- ❖ Obtain Passport (new applications may take 6 months) and Visa ASAP
- ❖ Find nearest Consulate www.state.gov
 - Procedure and what needed
 - Consider Visa service with an agency like Bokoff Kaplan Travel
www.bokoffkaplan.com
 - Travel Registration – All U.S. exchange students must register with the U.S. Consulate in their host country at <https://travelregistration.state.gov>

CSIET Surveys

(if a member of CSIET)

- ❖ CSIET
 - Sends questionnaire to randomly selected students (inbound and outbound), their first host family, and school
 - Notify your students, school and family that if they receive this questionnaire to contact you before they complete and submit the form
- ❖ Need your help
 - Please help students, language can be a problem.
 - Please help family and school
- ❖ CSIET currently does a forensic audit

Process to Accept an Inbound Application

Get commitment from a club to host the student

Provide the club one full application and both guarantee forms for them to review, accept and guarantee hosting the student. (Set a deadline for them to return all documents to you)

- ❖ Club returns the (2) Guarantee Forms signed in blue in to District YEO, along with other requirements, applications and forms. (See attached GF)
- ❖ Host Family Interview was conducted and CBC approved
- ❖ Confirm the student has purchased the required insurance and you have received the policy number

Complete the DS-2019 Request Form

(See attachment DS2019)

- ❖ Verify data is correct (spelling of name, first-last name in correct order, address and birth date). This information should be **exactly** the same on both the DS-2019 request form and the passport
- ❖ Submit form to your Responsible Officer along with a copy of the passport and the 1st page of the student's application

DS-2019 arrives now what?

- ❖ Scan or make a copy of the DS-2019 and the Guarantee Form; keep in student file.
- ❖ Fax a copy of the Guarantee Form to Rotary International (must be done within one month of arrival)
- ❖ Student can apply with the SEVIS# for the visa after original documents are received.
- ❖ Your DS-2019 will be accompanied with some yellow forms with instructions for the student to complete. (Attached)
- ❖ Fill in the blanks with the data required on the yellow forms
- ❖ Have your "Welcome Package" ready to ship while you wait for DS-2019
- ❖ Send welcome package
- ❖ E-mail your exchange partner and student that you have shipped the package and provide tracking numbers if possible so they can be on the lookout. Request they respond when they receive the package.