



FORDHAM UNIVERSITY OFFICE FOR INTERNATIONAL SERVICES REQUEST FOR DS-2019/J1 SPONSORSHIP

The online application should be completed by a visiting scholar in close collaboration with the Fordham University department sponsoring an international professor, research scholar, or specialist on a J-1 visa.

INSTRUCTIONS

- 1) **Please gather all documentation before you start the online application (you will need to attach the documentation):**
 - Passport(s)
 - Invitation letter from your sponsoring department at Fordham University
 - Financial documentation
 - Proof of English language proficiency
 - A letter from your home school (if you are a student using primarily personal funding)
 - Email address
- 2) You must visit the following website to begin the online application process:
http://internationalprograms.fordham.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10369
- 3) Please first read the Program Description section, which includes important information regarding J1 exchange visitors and processing of DS-2019 requests.
- 4) Select “Apply Now” in the *OIS Visiting Scholar and Researcher* section, then choose “OK” to verify that you want to create an application.

The screenshot displays the Fordham University International Programs website interface. On the left is a navigation menu with links such as 'Return to the Study Abroad Office Home Page', 'How to Apply', 'Costs, Scholarships, & Financial Aid', 'Contact Us / Schedule an Appointment Online', and 'Course Approval / Credit Transfer'. Below these is an 'Announcements' section with a heading 'Did you register your international travel?' and text stating that all international travel sponsored by Fordham University must be registered in the my.fordham.edu Travel Registry. The main content area features a search bar with buttons for 'List All', 'Simple Search', 'Advanced Search', 'Fordham University Programs', 'Map Search', and 'Program Discovery'. Below the search bar is a 'Programs : Brochure' section with a message: 'This page is the brochure for your selected program. You can view the provided information for this program on this page and click on the available buttons for additional options.' The program details for 'OIS Visiting Scholar and Researcher (Incoming Program)' are shown, including 'Locations: New York City, United States', 'Program Terms: Ongoing', and 'Restrictions: Non-Fordham University applicants only'. A 'Dates / Deadlines' section is partially visible. A prominent red 'Apply Now' button is located on the right side of the program details. A black arrow points from the 'Apply Now' button in the instructions to the 'Apply Now' button on the website screenshot.



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- 5) Select “I do not have login credentials to this site.”

Security : User Identification Wizard: Step 1

Please indicate how you will be logging in:

I have a Fordham University username and password.

I have login credentials to this site that I received by email.

I do not have login credentials to this site.

Submit

- 6) You will be asked for some basic information and prompted to enter an email address. After creating your account, check the email address you entered for your login information, and use that information to proceed with the application process.

- 7) When you return to the application site, please choose “Non-Fordham University Login” at the top of the page, then enter the username and password as supplied in the email.

Security : User Identification Wizard: Step 1

Please indicate how you will be logging in:

I have a Fordham University username and password.

I have login credentials to this site that I received by email.

I do not have login credentials to this site.

Submit



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- 8) Once you reach *Your Home Page*, Select **Ongoing, (Years)** under *Available Terms*, then click “Apply.”

- 9) Please use the OIS office address as your local address: **540 E. 191st St, Bronx, NY 10458**
- 10) Do not forget to submit all required documentation and electronically sign.

NOTES:

- 1) OIS receives electronic notification once your application has been submitted, so you do not have to notify the office regarding such.
- 2) Please do not send any documents to oisjscholar@fordham.edu if you have completed the online application process.
- 3) The **normal processing time** for DS-2019s can take between **one and two weeks**.
- 4) Once your application has been processed and approved, you will receive an email to pay for the shipment of your DS-2019(s).