

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) <u>Please gather all documentation before you start the online application (you will need to attach the documentation)</u>:

- 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: <u>http://internationalprograms.fordham.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10369</u>
- 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.

Return to the Study Abroad Office Home Page	List All Simple Search Advanced Search Fordham University Programs Map Search Program Disc
How to Apply	Programs : Brochure
Costs, Scholarships, & Financial Aid	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.
Contact Us / Schedule an Appointment Online	
Course Approval / Credit Transfer	
Announcements	OIS Visiting Scholar and Researcher (Incoming Program)
Did you register your international travel?	Locations: New York City, United States Apply Now
All international travel sponsored by Fordham University must be registered in the my.fordham.edu Travel Registry! The registry is located in the "Home Tab."	Program Terms: Ongoing
	Restrictions: Non-Fordham University applicants only
	Dates / Deadlines
View All	

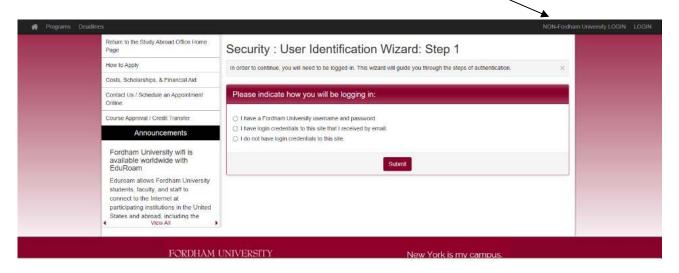


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5) Select "I do not have login credentials to this site."

# Programs Deadlines		NON-Fordham University LOGIN LOGIN
Return to the Study Abroad Office Home Page	Security : User Identification Wizard: Step 1	
How to Apply	In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication.	×
Costs, Scholarships, & Financial Aid		
Contact Us / Schedule an Appointment Online	Please indicate how you will be logging in:	
Course Approval / Credit Transfer	I have a Fordham University username and password	
Announcements	I take login credentials to this site that I received by email. I do not have login credentials to this site.	
Fordham University wifi is available worldwide with EduRoam	Submit	
Eduroam allows Fordham University students, facuity, and staff to connect to the Internet at participating institutions in the United		
States and abroad, including the View All		
FORDHAM U	INIVERSITY New York is my campus.	

- 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.





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

fo create your application, Select th page.	e term and year to which you are applying. When you are ready to create the application, click on the 'Apply' button at the bottom of the
Available Terms	
	Terms O Ongoing, 2020-2021
	Apply Cancel

- 9) Please use the OIS office address as your <u>local address</u>: 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 <u>oisischolar@fordham.edu</u> 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).