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.

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

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.

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 <u>local address</u>: **540 E. 191st St, Bronx, NY 10458**

10) Do not forget to submit all required documentation and electronically sign.

<u>NOTES:</u>

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>oisjscholar@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).