

**Boyce Thompson Institute
J-1 Scholar Initial Request Form**

Please complete and return to Valleri Longcoy, Human Resources Assistant. THIS IS NOT AN IMMIGRATION DOCUMENT. DO NOT SEND IT TO YOUR VISITOR--it will not enable him/her to obtain a visa. All questions must be answered in full to avoid delays in processing Form DS-2019. Please type or print.

NAME OF INTERNATIONAL EXACTLY AS IT APPEARS ON HIS/HER PASSPORT:

***Family (Last)* _____ *Given (First)* _____ *Middle* _____**

DATE OF BIRTH _____ CITY OF BIRTH _____

COUNTRY OF BIRTH _____ COUNTRY OF CITIZENSHIP _____

COUNTRY OF LEGAL PERMANENT RESIDENCE: _____

GENDER: MALE FEMALE

PROFESSIONAL POSITION IN HOME COUNTRY _____

Is the employer Educational Inst. Private Business Central Gov't. State Gov't. Regional Gov't. City Gov't.

BTI TITLE: _____

Physical Address of any off campus work location:

Subject / Field of Visitor's Primary Activity or Specialization (choose from attached list)

Field #: _____ Field Title: _____

Does the International Visitor have a Ph.D.? YES NO*

**If no, please note that all J-1 scholars are expected to hold advanced degrees and be well-established in their discipline.*

Is the International Visitor a Ph.D. Candidate? YES NO

Has the visitor been in J-1 scholar status in the last 12 months? YES* NO

**If yes, please provide copies of the visitor's previous IAP-66/DS-2019 forms*

LENGTH OF APPOINTMENT: Start date:* _____ End Date: _____

The appointment must be for the entire period specified above. Financial support information must be for this period. The total time allowed in the U.S. in J-1 scholar status is 3 years. Extensions beyond three years are possible only for exceptional circumstances.

***NOTE REGARDING START DATE:** *J1 Scholars must enter the U.S. and report to Human Resources no more than 30 days before and NO MORE than 30 days after the start date on the DS-2019. Please contact us if a scholar's plans change and he/she will not arrive in time.*

SOURCE(S) AND AMOUNT OF FINANCIAL SUPPORT FOR VISITOR'S ENTIRE STAY

The U.S. Government requires BTI to verify adequate financial support and health insurance for international visitors and their accompanying dependents. See below for minimum amounts required. **It is the Project Leader's responsibility to verify that ALL exchange visitors meet minimum funding guidelines and are covered by medical insurance.** Please note that medical insurance is a U.S. Government requirement.

Minimum Funding Requirements	Source of Financial Support (Amount in US\$ for entire period of stay)
<p>\$1,100/month for individual \$550/month for spouse \$275/month for each child</p> <p>This funding may come from any source including the visitor's personal savings or BTI salary. These amounts represent the bare minimum and do not include the cost of health insurance coverage.</p>	<p>_____ BTI</p> <p>_____ International Organization List Source: _____</p> <p>_____ U.S. Gov't Agency** List Agency: _____</p> <p>_____ J1 Scholar's Government</p> <p>_____ All other organizations List sources: _____</p> <p>_____ Personal Funds:</p>

****U.S. Government Funding:** The Exchange Visitor is considered to be government funded ONLY if s/he received funds directly from a U.S. Government agency. When individuals are supported through government funds paid to BTI, this is NOT considered to be direct government funding.

J-2 Dependents: Dependents who will be accompanying J-1 visitor:

Name First/Middle/Last	Date of Birth (MM/DD/Year)	Country of Birth	City of Birth	Country of Citizenship	Country of Legal Permanent Residence	Relationship to J1 Scholar

Mailing the Form: Human Resources will use overnight mail service to send the DS-2019 to the exchange visitor. Please list project number to charge this to: _____

Visitor's Info:

Address: _____

Phone: _____ **E-Mail:** _____

J1 Academic Staff Field Descriptions (with CIP 2000 codes)
Updated 1/03

14.0201	Aerospace Engineering	26.0204	Molecular Biology
1.0401	Agricultural & Food Products Processing	26.0802	Molecular Genetics
14.0301	Agricultural/Biological Engineering & BioEng.	26.1002	Molecular Pharmacology
1.OOOO	Agriculture	26.0902	Molecular Physiology
1.0903	Animal Health	3.0101	Natural Resources / Conservation, General
1.0901	Animal Sciences, General	26.0906	Neurobiology & Neurophysiology
27.0301	Applied Mathematics	14.2301	Nuclear Engineering
40.0201	Astronomy	40.0806	Nuclear Physics
40.0299	Astronomy & Astrophysics	30.1901	Nutrition Sciences
40.0202	Astrophysics	14.3701	Operations Research
40.0403	Atmospheric Physics & Dynamics	1.0603	Ornamental Horticulture
40.0802	Atomic/Molecular Physics	40.0801	Physics, General
26.0202	Biochemistry	26.0805	Plant Genetics
26.021O	Biochemistry / Biophysics & Molecular Biol.	26.0308	Plant Molecular Biology
30.0101	Biological & Physical Sciences	26.0305	Plant Pathology / Phytopathology
26.1101	Biometry/Biometrics	40.0805	Plasma & High-Temperature Physics
26.1201	Biotechnology	30.1501	Science, Technology & Society
26.0301	Botany / Plant Biology & Anatomy	1.1201	Soil Science & Agronomy
26.0407	Cell Biology	40.0808	Solid State and Low-Temperature Physics
14.0701	Chemical Engineering	51.2599	Veterinary Biomedical & Clinical Sciences
40.0501	Chemistry	51.2401	Veterinary Medicine
14.0801	Civil Engineering	60.0307	Veterinary Microbiology
14.0901	Computer Engineering	51.2504	Veterinary Microbiology & Immunology
11.0803	Computer Graphics	60.031O	Veterinary Pathology
11.0701	Computer Science	51.2503	Veterinary Physiology
1.0304	Crop Production	51.2501	Veterinary Sciences/Veterinary Clinical Sci.
26.1399	Ecology, Evolution, Systematics & Pop. Biol.	3.0601	Wildlife & Wildlands Science & Management
14.1001	Electrical / Electronics & Commun. Eng.	26.0709	Wildlife Biology
14.1201	Engineering Physics		
26.0702	Entomology		
3.0103	Environmental Studies		
14.1401	Environmental/Environmental Health Eng.		
1.0608	Floriculture / Floristry Oper. & Management		
1.1001	Food Science		
1.1099	Food Science & Technology, Other		
19.0599	Foods, Nutrition & Related Services		
26.0801	Genetics, General		
40.0601	Geology / Earth Science		
1.1103	Horticultural Science		
14.3501	Industrial Engineering		
11.0103	Information Technology		
1.0701	International Agriculture		
14.1801	Materials Engineering		
14.3101	Materials Science		
27.0101	Mathematics, General		
14.1901	Mechanical Engineering		