



CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

International Center

J-1 Scholar Invitation Form

DS-2019 Request

(Certificate of Eligibility for J-1 Visa Status)

Cal Poly Pomona is approved by the Department of State Exchange Visitor Program to sponsor visiting professors, research scholars and short-term scholars. The International Center is authorized to issue the DS2019 form under the regulations and guidelines established by the U.S. Department of State and Homeland Security.

This completed form as well as the documents listed below are needed for the issuance of the DS2019:

- Copy of invitation letter written by the CPP faculty to the international scholar describing the dates of the proposed visit, academic field, proposed activities, and type of financial support
- Copy of the scholar's C.V.
- Financial documents from the scholar as proof of ability to support themselves during the visit (\$1200/mo for the scholar, \$500/mo for a spouse and \$250/mo per child)
- Copy of the scholar's passport

Completed Exchange Visitor Information Form <http://www.cpp.edu/~international/>

Name of faculty inviting the scholar to campus _____

Academic Dept. _____ College: _____

Phone: _____ Email: _____

Specific beginning and ending dates are required for the DS2019: from _____ to _____

Academic Field of Research: _____

Describe the research or teaching activities that will take place: _____

Please provide the amount if the Cal Poly academic department will provide any financial support to the visitor for the entire period of the stay, or write none \$ _____.

The scholar is required to purchase health insurance through Wells Fargo Student Insurance for the entire visit (CPP contracts with Wells Fargo to provide required coverage) www.csuhealthlink.com.

Academic Program Host Faculty Name Host Faculty Signature Date

Department Head/Dean Name Department Head/Dean Signature Date



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The Department of State requires J-1 Exchange Visitors to possess “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis. A sponsor must verify an applicant's English language proficiency through a recognized English language test, by signed documentation from an academic institution or English language school, or through a documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not a viable option.” [22 CFR 62.11 (a) (2)]

J-1 Exchange Visitor Information

Family/Last Name: _____ First Name: _____
Country of Citizenship: _____ Date of Birth: _____

English Language Proficiency

Indicate how the sponsoring academic department has certified English proficiency (select one):

- ☐ Exchange visitor is from a country where English is both the only official language of the country and the language of instruction (such as United Kingdom, Australia, New Zealand, Canada)
- ☐ TOEFL iBT score of 80 with no less than 20 on each section or an IELTS score of 6.5 with no less than 6 on each band score (submit copy of test score with this form)

Or

- ☐ Documented interview by the faculty sponsor conducted via:
- ☐ In-person
 - ☐ By videoconferencing
 - ☐ By telephone

*I have interviewed the prospective exchange visitor and determined that he/she possess sufficient English proficiency to function day-to-day both at the University and in the community, and can fulfill the duties of the appointment. **NOTE: host faculty signature is only needed for the documented interview options.***

Host Faculty Name (Print)

Host Faculty Signature

Date