

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO  
INTERNATIONAL EMPLOYMENT SERVICES  
DS-2019 REQUEST FORM FOR J-1 EXCHANGE VISITOR**

(NAME OF SCHOLAR)

A. **INFORMATION CONCERNING THE SPONSORING DEPARTMENT**

1. Host department's campus address, mail stop, and main telephone number:
2. Host department's fax number:
3. Department administrator's name (phone, email):
4. Departmental account number to be used for FedEx billing purposes:
5. Type of request: \_\_\_New \_\_\_Transfer \_\_\_Extension
6. After we prepare the DS-2019, please indicate how you would like us to distribute the form:  
  
\_\_\_Send original DS-2019 to our department so that we can FedEx it directly to the scholar, along with any other employment materials; or  
  
\_\_\_Send original DS-2019 directly to the scholar via FedEx.

B. **FOR ALL REQUESTS:** *Please include photocopies of the following:*

1. Identity/biographical page of passport (showing scholar's name and date of birth)
2. Identity/biographical page of dependents' passports
3. Previous DS-2019s of scholar and dependents, if scholar has been in J status in the past two years
4. Scholar's current resume
5. Signatures on Attestation Form

6. Completed Application for Exchange Visitor Visa
  7. Scholar's degrees, along with English translation
  8. An education evaluation for the scholar; if he/she does not have one, our department will order one at the scholar's expense.
  9. TOEFL/IELTS completion certificate. Acceptable score should be:  
TOEFL: 75  
IELTS: 6
- C. **TRANSFER OF PROGRAMS:** *If the scholar is in J-1 status at another U.S. institution and is transferring to TTUHSC, include copies of the following:*
1. Required items for all requests, see above
  2. I-94 card for scholar and dependents, copy of front and back
  3. Visa stamp for scholar and dependents, current stamp
  4. The following information about the scholar's current institution's international office:
    - a. Contact name:
    - b. Email:
    - c. Phone:
    - d. Institution:
- D. **EXTENSION OF PROGRAM:** *If the scholar is already in J-1 status at TTUHSC, including copies of the following:*
1. Required items for all requests, see above
  2. I-94 card for scholar and dependents, copy of front and back
  3. Visa stamp for scholar and dependents, current stamp

AUTHORIZATION OF DEPARTMENT HEAD (CHAIR, DIRECTOR, ETC.)

\_\_\_\_\_  
 Name (Please print)

\_\_\_\_\_  
 Date

\_\_\_\_\_

Signature

**Please email or fax the completed form, etc. to:**

Anne Githae, J.D.  
Managing Director, International Employment Services  
(806) 743-2882 fax  
[anne.githae@ttuhsc.edu](mailto:anne.githae@ttuhsc.edu)