


**J – 1 ONLINE PROCESS**

**DS-2019**

## STEP 1

ACCESS WEBSITE - <http://internationalservices.rutgers.edu/content/forms.html>

### Center for International Faculty and Student Services

- Home
- Calendar
- Important Notices for Students
- Important Notices for Department Administrators
- Forms, Instructions and Info 
- Student Adviser Assignments and Walk-In Hours
- FAQs
- Useful Links
- Site Map
- Contact Us

#### Forms, Instructions and Info

- **Forms, Instructions & Info for F-1 & J-1 Registered Students**
- **Forms Requiring Academic Official's or Employer's Certification**
- **Forms, Instructions & Info for Faculty, Researchers, Scholars, & Special Visiting Students**
- **Forms for Departments Employing/Sponsoring Faculty, Researchers, & Scholars**
  - H-1B Sponsorship**
  - Permanent Residence Sponsorship**
  -  **J-1 Sponsorship**

## STEP 2

### J-1 Sponsorship

#### Request for Certificate of Eligibility, Form DS-2019, for Visiting Foreign National (J-1 Visa)

Effective January 22, 2013, the DS-2019 (Certificate of Eligibility for J-1 Status) request process is online. Hiring units were asked to provide certain information about individuals making requests in the program. If you are uncertain about your unit's access to the **online DS-2019 request program**, or need to request access to the online DS-2019 request program, please contact Carol Long at **caroll@gaiacenters.rutgers.edu**.

If you have already started the paper process, we will accept your paper DS-2019 request until February 22, 2013. Paper DS-2019 requests must be received at our center by this date.

**RCPID Requests**

**Guide to Online DS2019 Request Program**

**➡ Online DS-2019 Request**

**Insurance Information for the DS-2019 Request Form**

**J-1 Sponsoring Unit Responsibilities and Liabilities**

**Explanation of 1-Year and 2-Year Bars and of the 2-Year Home Residence Requirement for Certain J-1 Visitors**

#### Transfer-in and Transfer-out forms

**Transfer of J-1 Visa Sponsorship TO Rutgers**

**Transfer of J-1 Visa Sponsorship FROM Rutgers**

### STEP 3

**Please login with your Rutgers NetID and Password**

NetID:

Password:

Browser Requirements to Access this Site:

- Google Chrome 23 or higher
- Microsoft Internet Explorer 8 or higher
- Mozilla Firefox 17 or higher
- Safari 5.1.2 or higher

# UPLOAD

