

Special Programs **(Non-degree & Unenrolled)**

For this type of program, we will issue a DS-2019 that make participants eligible to apply for a J-1 visa. Each participant will be required to pay the I-901 SEVIS fee (www.fmjfee.com, currently \$220) and visa application fees (<https://travel.state.gov/content/travel/en/us-visas.html>). There is also an ISSS processing fee of \$50 for each initial DS-2019 document issued charged to the requesting department. Please allow minimum of 2 weeks for processing after all completed applications are received.

The Department of State requires an annual report regarding our J-1 Exchange Visitor program. We must collect information about all programs that fall under the J program sponsorship at K-State. Therefore, we ask that the coordinator of the program provide our office with an evaluation of the program, including any cultural activities that occurred during the program. These may include activities such as field trips, tours, participation in community events or luncheons/picnics. Submitting photos of such activities is also encouraged. Please email the evaluation and photos to Stacey Bailey sbails@ksu.edu.

Required Documents for program:

- ☐ Signed written agreement or MOU or MOA between K-State and international academic institution or government.
- ☐ Applied Learning Experience Agreement verification from General Counsel related to participant conduct standards.
- ☐ Program objective and design defining program dates and equivalency of full course of study through a prescribed course of study.
- ☐ Approved budget for program
 - Approved budget must include all instructional costs and fees, room and board or living expenses for duration of program if off campus, books and supplies, medical insurance, and other expenses. See sample below
- ☐ Final list of participants for DS-2019s. It is most helpful if participant info is all submitted at the same time and all applications are complete.
- ☐ Primary department contact and department address.
- ☐ Prior to arrival, a check-in session with ISSS must be scheduled. Students will need to bring passports, DS-2019s, and have retrieved the I-94 arrival record from www.cbp.gov/i94. Student should also have the residential address where they will stay during the program as well as an emergency contact from their home country.

Information needed for each participant:

- ☐ Submitted application (ISSS can create an initial request form and Affidavit of Support form for your program. Some departments create web-based applications based on our form such as Wufoo to collect submissions electronically.)
 - Merge/link applications and copy of passport to excel for concise submission to ISSS
- ☐ Financial support documentation
 - The amount of funding must cover the budget for the program duration as listed on the DS-2019.
 - Acceptable funding documentation may include:
 - Bank statement from checking, savings, stock holdings, and/or certificate of deposit,
 - Bank letter on letterhead stating the date the account opened, average balance, and current balance, or
 - Scholarship or sponsorship letter verifying amount, source, dates of award, and acceptable program of study. If supporting more than one student, all names must be included or attached in the same file.
 - All documentation must be translated in English, less than 12 months old, and indicate the currency. If the documentation is from someone other than the participant, an Affidavit of Support will also be required. The Affidavit of Support must match the account holder name. If multiple bank statement pages are

submitted, be certain each page clearly reflects the same account. If the bank statement is a corporate/business account, a letter authorizing personal use of the account must be provided.

- ☐ Proof of English Proficiency
 - Acceptable documentation may include a recognized English language test or signed documentation from an academic institution or English language school.
 - Minimum language test score requirements can be found: <https://www.k-state.edu/isss/scholars-interns/j-exchange-visitor-program/englishproficiency.html>
- ☐ Verification of health insurance (required at the time of request of DS-2019 if this is not included in funding requirements)

Application request form must include the following information for each participant:

ISSS will create application request forms in pdf format.

- Full Name, as listed in passport
- Date and Place of Birth (including city and country of birth)
- Gender
- Country of Citizenship
- Country of legal permanent residence
- Position in home country: ___ UG student (list university)
 ___ Grad student (list university)
 ___ University teaching staff/administrator
 ___ Other (title and name of employer)
- Email
- Program Begin and End date

Dependents

If dependents are permitted to accompany participants during this program, we will require additional proof of funding, copies of passports for each dependent, as well as the information below. If applicant and/or dependents are U.S. Citizens or U.S. Permanent Residents, we should not receive any information on them as none of this documentation is required.

- Dependent's Full name
- Dependent's Email
- Dependent's Date of birth
- Dependent's Gender
- Dependent's Relationship: Spouse or Child (under 21 years of age)
- Dependent's City of Birth
- Dependent's Country of Birth
- Dependent's Country of Citizenship



International Student
& Scholar Services

2012 Tunstall Cir, Suite 104 || Jardine Complex, Building 7
Manhattan, KS, 66502 U.S.A.
Phone: (785) 532-6448 - Fax: (785) 532-6607
E-mail: isss@ksu.edu
ksu.edu/isss - facebook.com/isssksu

Sample budget

Program DRAFT Budget				
# of Students	X			
Days Onsite	X			
				Cost
1. Institute Instructional Expenses				
		Dept. Instructor (#) costs	\$	00.00
		Dept. GTAs costs	\$	00.00
		Dept. Field Trip	\$	00.00
		Wire Transfer Fee (subject to change per bank)	\$	00.00
		Total Instructional Expenses	\$	00.00
		Total Instructional Expenses Cost per Student	\$	00.00
2. Institute Participant Expenses				
		a. Housing and Dining (living may include estimates for required health insurance)	\$	00.00
		b. Ground Transportation	\$	00.00
		c. Department fees	\$	00.00
		d. Institute Support Fees (if appropriate)	\$	00.00
		e. Student Campus Services	\$	00.00
		f. International Student and Scholar Service Fee	\$	00.00
		Total Institute Participant Costs per Student	\$	00.00
			\$	00.00
		TOTAL PROGRAM COST	\$	00.00
3. Mandatory Expenses for Traveling to the United States (paid by student in home country)				
		a. VISA Fee (fees set by Department of State and subject to change)	\$	00.00
		b. SEVIS Fee (Student and Exchange Visitor Information System) fee is subject to change \$220 USD	\$	180.00
		c. Mandatory Health Insurance (Health insurance is required. If not included in above estimates must see verification prior to issuance of DS-2019.)	\$	-
		d. Wire Transfer Fee (subject to change per bank)	\$	00.00
		Total Mandatory Expenses	\$	00.00



International Student
& Scholar Services

2012 Tunstall Cir, Suite 104 || Jardine Complex, Building 7
Manhattan, KS, 66502 U.S.A.
Phone: (785) 532-6448 - Fax: (785) 532-6607
E-mail: iss@ksu.edu
ksu.edu/iss - facebook.com/issksu