

J-1 DS-2019 REQUEST PROCESS

STEP 1

Responsible Party: UCSB Sponsoring Department

- Invite exchange visitor to the UCSB SEVIS System at:
<https://sevis.sa.ucsb.edu/Departments/index.asp>
- Enter exchange visitor's name (**as in passport**) and email address
 - This will generate a username and password to the exchange visitor to log on and complete the DS-2019 online form

STEP 2

Responsible Party: Exchange Visitor

- Log on to the UCSB SEVIS System at: <https://sevis.sa.ucsb.edu/ExchangeVisitors/index.asp>
- Complete and submit the DS-2019 online request form
- Send your curriculum vitae to the Sponsoring Department for review
- Submit passport validity page and renewal page to OISS via fax

STEP 3

Responsible Party: UCSB Sponsoring Department

- Review exchange visitor's curriculum vitae
- Receives notification that the exchange visitor has properly submitted the DS-2019 online request
- Log on to the UCSB SEVIS System to review and approve the request

STEP 4

Responsible Party: OISS

- OISS will process and submit the DS-2019 request to the SEVIS RTI database
- The DS-2019 will be issued and mailed the following day with supporting documents
- Standard International Mailing requires estimated 2-3 weeks for delivery confirmation
 - **Rush Option:** Sponsoring Department will be notified to pick-up the DS-2019 packet to express mail to exchange visitor

STEP 5

Responsible Party: Exchange Visitor

- Pays SEVIS fee online after receiving form DS-2019 w/ supporting documents.
- Schedules Visa Appointment with your local U.S. Consulate (not applicable to Canadian Citizens)