



BROWN

**Office of International Student & Scholar Services**

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**International Visiting Research Fellow (VRF) Request for Form DS-2019**

A VRF appointment is available to international graduate students currently enrolled in and pursuing a degree at a postsecondary academic institution outside of the United States who are coming to Brown to conduct research toward their graduate degree abroad.

(This form is to be filled out and signed by both the department contact and the incoming VRF)

**Personal Information**

**Date Submitted:** \_\_\_\_\_

1. Name exactly as indicated in your passport

Family/Surname \_\_\_\_\_ Given/First \_\_\_\_\_

2. Date of Birth: (month)\_\_\_\_\_ (day)\_\_\_\_\_ (year)\_\_\_\_\_ 3. Gender: Male Female Other ☐

4. City of Birth: \_\_\_\_\_ 5. Country of Birth: \_\_\_\_\_

6. Country of Citizenship: \_\_\_\_\_

7. Country of Legal Permanent Residency: \_\_\_\_\_  
(If different from Country of Citizenship, must provide proof of this immigration status.)

8. Academic Institution in which you are currently enrolled outside of the US:

Name: \_\_\_\_\_ City and Country: \_\_\_\_\_

Field of Study: \_\_\_\_\_

9. Email Address: \_\_\_\_\_

**Appointment Information**

10. Brown Department: \_\_\_\_\_ Faculty Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

11. Requested appointment dates at Brown University: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

12. Subject/Field and short description of your Primary Activity at Brown: \_\_\_\_\_

13. Physical Address of on campus work location: \_\_\_\_\_  
Street City State Zip

14. J-1 Exchange Visitors are not permitted to work remotely more than 40%, or 2 days per week. Will the VRF be permitted to work remotely, not to exceed 2 days, or 40% of the work week?

Yes ☐ No

15. If yes, please provide the physical location of their remote work, if known:

Street City State Zip

## Funding Information

16. Source(s) of Financial Support (enter amount in U.S. Dollars and include currency conversion with all funding documentation) \*:

Brown University \$ \_\_\_\_\_

Exchange Visitor's Government (attach the award letter (with English translations)) \$ \_\_\_\_\_

Other Organization (specify) \_\_\_\_\_  
(attach the award letter) \$ \_\_\_\_\_

Personal funds (attach a financial statement) \$ \_\_\_\_\_

**\*\*Financial Support Guidelines: For Exchange Visitor: \$2868/month. If family members will accompany visitor, please allow \$604 per month for spouse and \$431 per month per child.**

## Visa Specific Information

17. Exchange Visitor Category Requested (Check one):

☐ Professor / Research Scholar (2 year maximum) ☐ Short-Term Scholar (6 month maximum; no extension beyond 6 months)

18. Are you currently in the U.S.? Yes ☐ No ☐ If yes:

A) What is your current Visa status? (Please provide copies of current immigration documents (i.e. DS-2019, I-20, EAD Card, I-797, etc.) \_\_\_\_\_

B) Do you have plans to depart the U.S. and re-enter before beginning your appointment at Brown?

Yes ☐ No ☐

19. Have you been in the US in J status (including J-2) within the last 2 years? Yes ☐ No ☐

If yes, please provide copies of previous DS-2019 forms and list the dates of the visit(s) here: \_\_\_\_\_

If yes, have you ever applied for and received a waiver, or recommendation for a waiver of 212(e), the 2-year home residency requirement? Yes (attach a copy) ☐ No ☐ Not Sure ☐

20. Have you ever filed, or has someone filed for you, an application for U.S. permanent resident status? Yes ☐ No ☐

21. If your appointment at Brown is for 6 months or less, do you plan to transfer your J-1 visa to another U.S. institution after your appointment at Brown is complete? Yes ☐ No ☐ Not Sure ☐

22. Do you have family members who will need visa documents from Brown to accompany you? Yes ☐ No ☐

If yes, please complete the following and provide copies of the biographical page of passports for each dependent and marriage certificate, if applicable.

Name (Last, First)	Gender and Relationship	Date of Birth	City and Country of Birth	Country of Citizenship	Country of Permanent Residence

**\*\*Health and accident insurance is mandatory for visitors and accompanying dependents. VRFs must purchase Brown University International Scholars Insurance coverage, which meets the J-1 minimum requirements, prior to arrival in the US. Proof of this coverage must be submitted with this request.**

***I hereby certify that this department supports the request to sponsor the above-mentioned individual as a J-1 Exchange Visitor. I also confirm that all the information provided in this form is true and accurate to the best of my knowledge.***

Administrative Contact Name: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I confirm that all the information provided in this form is true and accurate to the best of my knowledge.***

VRFs Signature \_\_\_\_\_ Date: \_\_\_\_\_



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### Instructions for submitting this form

Sponsoring departments should submit the following to the Graduate School along with this Request form:

1. Completed VRF Appointment Request Form
2. Copy of Exchange Visitor's passport
3. Letters of endorsement by the program chair/ director and the faculty member who will advise the visitor at Brown
4. A copy of the student's original appointment request to the program (i.e. such as an email correspondence with the inviting faculty member)
5. Proof of financial support
6. Letter from home institution
7. Copy of English Language Proficiency Verification form
8. Copy of any dependent passports and applicable marriage certificate
9. Proof of a purchased Brown University International Scholars Insurance coverage for the entire duration of the VRF appointment\*
10. Export Control and Sanctions Regulations Review Form for Foreign Scholars and Visitors

Once the Graduate School receives the above documentation they will issue an invitation letter to the Visiting Research Fellow.

Once the visitor accepts the invitation from the Graduate School, the Graduate School will forward the appropriate documentation to OISSS. (To help expedite this step you may wish to request a copy of the invitation letter from the Graduate School and scan/email the letter to the Visiting Research Fellow in order for them to accept the invitation more quickly)

Please see our website for instructions, forms, and additional information.

<https://oiss.brown.edu/international-scholars/j-1-scholars/types-j-1-scholars/visiting-research-fellows>