

## REQUEST FOR I-20 OR DS-2019 FOR AN INTERNATIONAL STUDENT

**I-20:** I-20 is also known as the Certificate of Eligibility for Nonimmigrant F-1 Student Status- For Academic and Language Students. It allows an international student to obtain an F-1 visa and it is the primary document that confirms a student's F-1 visa student status. An F-1 student is "a nonimmigrant who is pursuing a 'full course of study' to achieve a specific education or professional objective, at an academic institution in the United States that has been designated by the Department of Homeland Security (DHS) to offer courses of study to such students, and has been enrolled in SEVIS (the Student and Exchange Visitor Information System)".

**DS-2019:** DS-2019 is also known as the Certificate of Eligibility for Exchange Visitor (J-1) Status. Under the J-1 Exchange Visitor's program, the College or University Student category permits international students "admitted to a degree program at an 'accredited educational institution' for a 'full course of study' or be engaged full time in a nondegree 'prescribed course of study'. The DS-2019 allows an international student to obtain a J-1 visa and it is the primary document that confirms a student's J-1 visa student status. The Exchange Visitor's Program is overseen by the U.S. Department of State; nonetheless, students are still required to be enrolled in SEVIS (the Student and Exchange Visitor Information System).

**INSTRUCTIONS:** This form should be completed and signed by the admitting department who had accepted an international student applicant into an academic program. This request form should accompany the following documents from the international applicant:

- Completed Application
- Acceptance Letter
- Transcripts
  - If previous degree was earned from a university or institution outside of the United States, the student should provide copies of credentials evaluation report obtained through a U.S. evaluation service.
- Copies of Degree Certificates
- Proof of English Proficiency
- Completed Deemed Export Questionnaire

The completed application and request forms can be dropped or forwarded into International Programs folder in the ADMIT system. Upon receipt of all documents, the Office of International Programs will contact the student directly to request additional documentation.

**ADDITIONAL INFORMATION:** The I-20 or DS-2019 will be prepared by the Office of International Programs and the department contact will be notified when the I-20 or DS-2019 is ready to pick up. The department is responsible for sending the original document to the incoming student in a traceable manner.

There is no deadline for requesting an I-20 or DS-2019, but please consider the time the student will need to apply for a visa and make travel arrangements. Some students may be subject to additional security clearances which take an additional 3-4 weeks for visa process.

***All incoming international students are required to attend the Office of International Program Student Orientation.*** If a student withdraws from your program, please contact the Office of International Programs so that the I-20/DS-2019 can be cancelled.

### OFFICE OF INTERNATIONAL PROGRAMS CONTACT INFORMATION

Alexandria Harkins  
International Student and Exchange Visitor Adviser, ARO, DSO  
Email: [aharkins2@kumc.edu](mailto:aharkins2@kumc.edu)  
Phone: 913-588-1460  
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[Office of International Programs](#)  
University of Kansas Medical Center  
3901 Rainbow Blvd., Mail Stop 3033  
5010 Wescoe  
Kansas City, KS 66160

**REQUEST TYPE:**

<input type="checkbox"/> Request for an I-20	<input type="checkbox"/> Request for a DS-2019
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**STUDENT'S BIOGRAPHICAL INFORMATION:**

FAMILY (LAST) NAME:		GIVEN (FIRST) NAME:		MIDDLE NAME:	
COUNTRY OF CITIZENSHIP:		COUNTRY OF BIRTH:		COUNTRY OF PERMANENT LEGAL RESIDENCY:	
FOREIGN ADDRESS (Place of Residence in Home Country) :					
CITY:		PROVINCE/STATE:		COUNTRY:	
ZIP CODE:					
DATE OF BIRTH (MM/DD/YYYY):		MALE	FEMALE	EMAIL ADDRESS:	
				PHONE NUMBER:	

**PROGRAM OF STUDY INFORMATION:**

PROGRAM OF STUDY:		
DEGREE TYPE:	SEMESTER OF ENTRY:	PROGRAM COMPLETION:

**ENGLISH PROFICIENCY:**

TOEFL MEETS UNIVERSITY REQUIREMENTS:	IF WAIVED, PLEASE SELECT ONE OF THE FOLLOWING:
YES            NO	

**ADMITTING DEPARTMENT CONTACT INFORMATION:**

CONTACT PERSON NAME:	PHONE NUMBER:	EMAIL ADDRESS:

## DEEMED EXPORT QUESTIONNAIRE FOR INBOUND PROGRAMS

### What is Deemed Export?

"The obligation to obtain an export license from BIS [Bureau of Industry and Security] before releasing controlled technology to a foreign person." Export Control is regulated by multiple U.S. agencies (State, Commerce, Treasury Depts., FDA, USPTO, DHS, etc.) and the laws involved can result in severe fines and prosecution. This liability applies to KUMC and you as a private citizen.

Research can be excluded from export regulation if it falls under the fundamental research, considered public domain (unrestricted ability to publish), or educational information. These determinations include documenting an export analysis, review by Legal when needed, and must start early in the planning process. **Fundamental Research** is defined as basic and applied research in science and engineering, where the resulting information is ordinarily published and shared broadly within the scientific community. Such research can be distinguished from proprietary research and from industrial development, design, production, and product utilization, the results of which ordinarily are restricted for proprietary reasons or specific national security reasons.

Deemed Export occurs when technology is:

- Available to foreign nationals for visual inspection (such as reading technical specifications, plans, blueprints, etc.)
- Exchanged orally
- Made available by practice or application under the guidance of persons with knowledge of the technology

If a KUMC research project involves controlled material or technologies, the researcher may be required to obtain a government license before:

- Equipment, chemicals or technologies subject to EAD [Export Administration Regulations] or ITAR may be sent or taken outside the U.S.
- Foreign researchers or students – even if located in the U.S. on KUMC's campus – may participate in research involving equipment, chemicals or technologies subject to EAR or ITAR (known as a "deemed export")

-From KUMC Export Controls

**Instructions:** This form should be completed by the sponsoring supervisor of the incoming international. Copies of the relevant provisions of the documents must be provided with this form where indicated. You must maintain copies of these documents for review upon request.

### INCOMING INTERNATIONAL'S INFORMATION

GIVEN (FIRST) NAME:	FAMILY (LAST) NAME:	DEPARTMENT:
POSITION/TITLE AT KUMC:	COUNTRY OF CITIZENSHIP:	COUNTRY OF PERMANENT RESIDENCE:

### LEADING INVESTIGATOR/SUPERVISOR

GIVEN (FIRST) NAME:	FAMILY (LAST) NAME:	PHONE/EMAIL:
POSITION/TITLE AT KUMC:		

### DEPARTMENT CHAIR

GIVEN (FIRST) NAME:	FAMILY (LAST) NAME:	PHONE/EMAIL:
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1.	<p><b>Please indicate which activity the incoming international will be involved in.</b></p> <p><input type="checkbox"/> Research   <input type="checkbox"/> Pursue a Degree/Study   <input type="checkbox"/> Observership/Shadowing   <input type="checkbox"/> Visiting   <input type="checkbox"/> Intern   <input type="checkbox"/> Volunteer</p> <p>Visa Status: _____</p> <p>Please provide more details about the incoming international's activities:</p>
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2.	What is/are the source(s) of funds supporting the research? <input type="checkbox"/> University <input type="checkbox"/> Government <input type="checkbox"/> Industry <input type="checkbox"/> Other (describe):		
3.	Will the incoming international activities involve projects or collaborations that fall under the fundamental research exclusion?  If not, is there export controlled technology and or materials including infectious or hazardous agents involved?	<input type="checkbox"/> YES  <input type="checkbox"/> YES	<input type="checkbox"/> NO  <input type="checkbox"/> NO
4.	For research funded solely by the University, does the University intend to withhold the research results for proprietary reasons and not share broadly in the scientific community?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5.	Will the employee have access to information regarding how to install, maintain, repair, refurbish and overhaul a particular piece of equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6.	Will the employee be exposed to equipment that was specifically designed or developed for military or outer space applications?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7.	Please provide a list of any scientific equipment, including highly specialized computing equipment that the employee will use in the course of performing his/her duties. Add additional page(s) if needed.		
<b>SIGNATURE OF LEAD INVESTIGATOR/SUPERVISOR</b>			<b>DATE</b>