

**PURDUE UNIVERSITY**  
**OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS (ISS)**

Schleman Hall, Room 136 • 475 Stadium Mall Drive • West Lafayette, IN 47907-2050 • Phone: 765-494-5770 • Fax: 765-494-6850 • iss@purdue.edu

# Visiting Scholar and Staff Request

**Processing time is 10 working days. Passport, visa, I-94, and DS2019 are required.**

Part 1: Personal Information				For ISS Use Only	
PUID				Today's Date	
Family Name		Given Name(s)		Pick-up Date	
US Home Address			Apt. #	Passport Exp.	
City		State	Zip Code	Visa Exp.	
Home phone #		Work phone #	Cell phone #	Visa Type in Passport	
Purdue email address (preferred)		Alternate email address		I-94 Exp.	
Date of Birth (MM/DD/YY)		Gender		Status on I-94	
Department		Position		If applying for an extension (circle): N/A • Copy of insurance?    Yes    No • 90 days or less to end?    Yes    No • Fee form attached?    Yes    No • Fee in mail?    N/A    Yes    No If in mail, p/u date is "email." Once fee form received, email will give p/u date.	
Part 2: How are you funded at Purdue?					
Purdue: Monthly Pay:	\$				
Personal Funds:	\$	Source:			
Funds from another source:	\$	Source:			

If your funding has changed, request a change of funding on the reverse.

**Part 3: J-2 Info: Please provide information below for any dependents who have or will have J-2 documents.**

Spouse information		Child information		Child information	
Family Name		Family Name		Family Name	
Given Name(s)		Given Name(s)		Given Name(s)	
Date of Birth (MM/DD/YY)	Gender	Date of Birth (MM/DD/YY)	Gender	Date of Birth (MM/DD/YY)	Gender
City of Birth	Country of Birth	City of Birth	Country of Birth	City of Birth	Country of Birth
Country of Citizenship		Country of Citizenship		Country of Citizenship	
Country of Permanent Residence		Country of Permanent Residence		Country of Permanent Residence	
Email address		Email address		Email address	

If there are additional dependents, please use the ISS form "Dependent Information."

*I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I also certify that I have health insurance for myself and my dependents (if applicable) as required by University and Federal Regulations.*

Signature Date

**Part 4: About your request**

**Personal Travel Outside the US**

This request is now done with an online eform:

1. Go to <https://connect.iss.purdue.edu>
2. Click the login button,
3. Login using your BoilerKey Career Account login
4. Click on J-1 Scholar Services
5. Click on Travel Request
6. Complete and submit

Questions? Please email [intlscholars@purdue.edu](mailto:intlscholars@purdue.edu)

**Program Extension**

Please contact the ISS liaison for your department to initiate this request to extend your DS2019 end date.

Once initiated, you will receive an email with a link to online eforms required from you. The liaison will also submit other eforms required from the department.

To obtain contact info for your liaison, please go to <https://www.purdue.edu/IPPU/ISS/Scholar/liaisons.html>

Questions? Please email [intlscholars@purdue.edu](mailto:intlscholars@purdue.edu)

**Dependent Information**

Remember to complete dependent information in Part 3.

- Initial Entry into the US:** provide the following:
  - Original proof of \$675 a month for the first dependent (spouse or child) and \$350 a month for each additional dependent minimum. Note that J-1 scholars must have for themselves at least \$1300 a month of support.
  - Copy of spouse and each child’s passport.

At the US consulate, your dependents must also show proof of finances as well as marriage and/or birth certificates.

**Travel separately from J-1 scholar**

US Departure Date	(MM/DD/YYYY)
Return Date	(MM/DD/YYYY)
Date Leaving Campus	(MM/DD/YYYY)
Are you applying for a US visa? Yes No	
Destination	

- End of J-2 status**  
Select this option if the J-2 is leaving the US and is not planning to return during the J-1 program.

**Replacement of J-1 or J-2 document**

Explain

Report lost/stolen documents to the police.

**Other**

Explain

**Change of Personal Information**

From	To
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For a change of name, citizenship, or other information, include a copy of the documentation verifying the change

**Change of Funding Information**

From	To
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If Purdue funding: provide a letter from the department stating the amount and duration of funding.  
If other funding, bring in a recent, original proof of funding from your financial sponsor in English and in US dollar amounts.

**Change of Department**

From	To
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See the liaison in your department and/or talk to an immigration counselor before making any changes.