

## Request Form for DS-2019 Documents (for J-1 Visa Application)

The U.S. Department of Homeland Security (DHS) mandates that all schools verify students requesting visa documents show proof of readily accessible and adequate financial resources for themselves and any dependents they declare without resorting to unauthorized employment.

*Do not submit this request until you have decided you will be attending the University of Washington. For use by UW Seattle campus students ONLY.*

**Instructions** - Please follow these instructions carefully:

1. **Review** the UW's Financial Ability Requirement for cost of education, a list of acceptable financial resources, and a list of acceptable documentation for financial resources:

<http://grad.uw.edu/admissions/understanding-the-application-process/international-applicant-faqs/financial-ability-requirement/>

*Note: DS-2019 Certificate of Eligibility will contain the estimated University of Washington's average cost of graduate tuition rate for the entire period of study.*

2. **Obtain** financial documentation.

*Will your UW department provide funding? If yes:*

- Will my UW department not charge tuition per study abroad agreement with my home university?
- Will my UW department give me a waiver of tuition and technology fees?
- If my UW department will provide this funding, they must enter it into my online application's funding info section (administrative view only).

*Are you receiving funding or a scholarship from another organization (e.g., home country government; home university; US government organization; or international organization)? If yes:*

- I will upload my sponsorship letter.

*Are you also using personal funding? If yes:*

- I will upload a copy of a bank statement.

3. **Create** a shipment for the DS-2019 documents to be sent via express mail: <https://study.eshipglobal.com/>

For "sender" choose:

Sender

Univ. of Washington-Seattle Campus  
4109 StevensWay-GradSchl, G-1 Com Bld  
GEMS (Graduate School)  
Seattle WA 98195, United States

4. *Optional:* if you have a passport, please include a copy of the photo page in black and white to ensure an accurate DS-2019 is issued.

5. **Scan** the following documents as **one PDF File** (not to exceed 2 MB, black and white recommended):

- Request Form for DS-2019 Documents
- Financial Documentation
- Passport Photo Page (Optional)
- English Language Proficiency: upload documentation to satisfy the English requirement for J-1 visa purposes (see page 2 for more details)
- **Upload the combined file** to your [Graduate Application](#)'s Pre-Registration Page.

6. **Track** the status of your DS-2019 request on your Graduate Application's Pre-Registration page.

7. **Contact** GEMS (Graduate School) with questions: [uwgrad@uw.edu](mailto:uwgrad@uw.edu) or 206.685.2630.

## Section 1: Applicant Information

1. Your name as it appears on the primary identifier from your passport's machine readable zone:  
Family Name (Surname): \_\_\_\_\_ Given Name (s): \_\_\_\_\_
2. Your UW student number: \_\_\_\_\_
3. Your date of birth as it appears on your passport:  
Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_
4. Country of Legal Permanent Residence (if different than country of citizenship): \_\_\_\_\_
5. Current or last activity in home country  
Student  
Other Employment  
Enter title and name of Employer: \_\_\_\_\_
6. Program of Study Duration  
Start Date at UW: \_\_\_\_\_ End Date at UW: \_\_\_\_\_
7. UW Site of Activity (Building Name/Department Name): \_\_\_\_\_
8. Are you declaring dependents (spouse and/or children under 21 only)?  
No, I am not declaring dependents.  
Yes, I am declaring dependents. They will be entering the U.S. with me. I am requesting the UW issue dependent DS-2019 documents. **Complete section 2: dependent information**
9. How would you like to have your visa documents sent to you?  
Provide [eshipGlobal](#) order number: \_\_\_\_\_  
Pick-up DS-2019 documents in person instead of Express Mail (if you are in Washington State)
10. **English Language Proficiency for J-1 Exchange Visitors:**  
You are required to demonstrate English proficiency according to the Department of State guidelines:  
<http://grad.uw.edu/admissions/understanding-the-application-process/visiting-graduate-students/>  
Indicate below how you have met this requirement (check one, please):  
Official Test Scores (TOEFLibt/IELTS), reported in my [graduate application](#).  
  
Scanned Copy of Test Scores (attach to this request form).  
  
Transcript from an English-instruction academic institution, uploaded into my [application](#)'s transcripts section & a signed letter from my institution (attach letter to this request form).  
  
Signed Letter from an English language school (attach to this request form).  
  
Signed & documented interview from my sponsoring UW department (attach to this request form).

## Section 2: Financial Resources & Declaring Dependents

Family Name (Surname): \_\_\_\_\_ First Name (Given name): \_\_\_\_\_  
Your UW student number: \_\_\_\_\_

### Financial Resources (for myself and any dependents I declare below) for the entire intended period of study

Government/university/organization funding amount: U.S.\$ \_\_\_\_\_  
Name of home country government; home university; US  
government organization; or international organization

my own personal funds U.S.\$ \_\_\_\_\_

funds from family sponsor(s) U.S.\$ \_\_\_\_\_  
Family sponsor(s) relationship to you:

**Total Amount of Support Per Year U.S.\$ \_\_\_\_\_**

My UW department will provide funds (see page 1).

### Dependent Information

**1. Spouse's** Family Name: \_\_\_\_\_ **Spouse's** First Name: \_\_\_\_\_  
Date of Birth (month/day/year): \_\_\_\_\_ City of Birth: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Country of Legal Permanent Residence (if different than country of citizenship): \_\_\_\_\_  
Relationship to student: Husband Wife  
Gender: Male Female  
Spouse's E-mail: \_\_\_\_\_

**2. Child (1)'s** Family Name: \_\_\_\_\_ **Child (1)'s** First Name: \_\_\_\_\_  
Date of Birth (month/day/year): \_\_\_\_\_ City of Birth: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Country of Legal Permanent Residence (if different than country of citizenship): \_\_\_\_\_  
Relationship to student: Child  
Gender: Male Female

**3. Child (2)'s** Family Name: \_\_\_\_\_ **Child (2)'s** First Name: \_\_\_\_\_  
Date of Birth (month/day/year): \_\_\_\_\_ City of Birth: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Country of Legal Permanent Residence (if different than country of citizenship): \_\_\_\_\_  
Relationship to student: Child  
Gender: Male Female

### Certification of Financial Ability

I hereby certify that the information provided on this form is true and to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_