

## Dependent Request Form – Add or Remove J-2 Dependent

### Section 1: Information about J-1 Scholar (Please Print)

Last name: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name: \_\_\_\_\_

Employee ID#: \_\_\_\_\_ Date of birth (mm/dd/yyyy): \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

- I request that the dependent(s) named below be added to my SEVIS record
- I request that the dependent(s) named below be removed from my SEVIS record

Please explain:

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- I have notified the dependent named below that he/she will be removed from my SEVIS record
- I have NOT notified the dependent named below that he/she will be removed from my SEVIS record

Scholar's signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_



**Section 2: Information about J-2 Dependent(s)**

**Please include a copy of each dependents' passport picture.**

	<b>Dependent 1</b>	<b>Dependent 2</b>	<b>Dependent 3</b>
Last/family name as it appears in passport			
First/given name			
Middle name			
Relationship to you (Spouse, Daughter, Son)			
Date of birth (mm/dd/yyyy)			
City of birth			
Country of birth			
Country of citizenship			
Country of permanent residence			

**Section 3: Source of Funding**

**Please provide sufficient financial documentation.**

- The Ohio State University \$ \_\_\_\_\_
- U.S. Government Agency(ies) \$ \_\_\_\_\_
- Visiting Scholar's Government \$ \_\_\_\_\_
- International Organization(s) \$ \_\_\_\_\_
- Other Organization(s) \$ \_\_\_\_\_
- Personal Funds \$ \_\_\_\_\_

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## Tips for Visa Application and U.S. Entry for J-2 Dependents

### Suggestions for Visa Application

The spouse and unmarried minor children (under the age of 21) of J-1 scholars may either accompany them to the United States or come alone on a later date. To apply for a J-2 visa, the dependent(s) should have the following:

1. A valid passport
2. Proof that they have sufficient funds to meet all their expenses while in the United States by having copies of the J-1's funding documents (bank statements, scholarship, offer letter from department, etc.)
3. A valid form DS-2019 – please complete the attached form and bring it to a scholar immigration specialist in the Office of International Affairs to obtain a DS-2019 for a dependent
4. A marriage or birth certificate showing the relationship to the J-1 scholar – make sure to have an English translation if necessary
5. A copy of the J-1's DS-2019, a passport and I-94 card or printout of I-94 page
6. A letter from your department confirming your activity as a J-1 scholar in the department, as well as your salary (if applicable) is advisable

Check the U.S. Embassy or Consulate's website for detailed information about the requirements. Please note that each country's U.S. Consulate may have its own specific requirements.

### When Entering the United States

When the family members arrive at a United States port of entry, they will present their passports containing the J-2 visa and the DS-2019 to the immigration inspector. Upon admitting them to the United States, the inspector will scan the visitor's visa, creating an electronic Form I-94 (Arrival – Departure Record), which is available online and shows the date, place of entry and the authorized period of stay (which should be D/S for Duration of Status).

### Other Considerations

Reasons for denial of a visa include lack of proper documentation (such as lack of evidence of sufficient financial support), suspected excludability (such as criminal activity), or, most often, the inability to convince the consular officer that they will return to their home country after the authorized stay has ended

Visa issuance decisions are made by the State Department employees at U.S. embassies or consulates abroad. USCIS personnel are generally not involved in these matters. By statute, a consular official has absolute authority to determine the facts that will govern the issuance of a visa and the applicant has no statutory or constitutional right to review or appeal. The regulations do allow, however, for informal review of a consular officer's adverse determination. An individual who is denied a visa must be advised of the specific reasons for denial and given an opportunity to present evidence to overcome the stated objections. Applicants can reapply for a visa.

The Office of International Affairs is not able to assist dependents to reverse adverse decisions made by U.S. embassies or consulates abroad.

**Please bring a Photo ID with you when collecting your dependents' DS-2019.**