

**THE UNIVERSITY OF TEXAS AT ARLINGTON
MEMORANDUM**

TO: International Office

FROM: Name and Title:

Department:

SUBJECT: () Request for DS-2019 for new Exchange Visitor

() Request Extension of Stay for Current Exchange Visitor

Family Name: _____ First Name: _____

Position: _____ Country: _____

This Department and School/College will not request the appointment of the above-named individual to a permanent or tenure-track position without ascertaining his/her current status with reference to the two-year residency requirement under current Exchange Visitor regulations (http://travel.state.gov/visa/temp/info/info_1296.html)

This Department and School/College will not make an offer of employment to the above-mentioned individual if already in an Exchange Visitor program sponsored by another institution, without first determining his/her eligibility to transfer to UTA's Exchange Visitor Program under current Exchange Visitor regulations.

For the Department: (Chair) _____ Date: _____

For the School/College: (Dean) _____ Date: _____

I understand that the Office of International Education (OIE) relies on the information provided by my department in processing the DS-2019 request and that my department has an affirmative obligation to notify OIE should any information related to funding/salary, job duties, program dates, and/or title change at any time before or after the DS-2019 has been issued.