INSTRUCTIONS FOR CREATING A DS-2019 FOR A RETURNING VISITOR

The person you are entering will be referred to as the EV (exchange visitor).

1. Look up the EV’s Add/Update page in M-Pathways by typing in the UMID and clicking on “Search.”

2. In most cases, you will not have access to make changes to the Add Update Page in Mpathways for returning J-1s as you do when you create a new person. In order to make the necessary changes you will need to contact either the Registrar’s Office or Human Resources. Look at the top of the Add Update Page, if the record is labeled “Student,” please contact the Registrar’s office at ro.crisp.questions@umich.edu to correct the record. If the record is labeled “Employee,” please contact Janet Gilson or jabmg@umich.edu in Human Resources (HR) to correct the record. You will need to specify in your email what changes you want made.

3. Review the “Visa/Permit Data,” and add a new “J1” in the “Visa type” box or ask to have it added.
4. Double check that all of the other information is complete and accurate. Send emails to the Registrar’s Office or HR as needed to have information corrected or added.

5. Look up the EV’s DS-2019 Page in M-Pathways by typing in the UMID and clicking on “Search.”
6. If you do not find the employee’s record, please return to part C of the instructions for a new exchange visitor instead of following the instructions below.

7. If you find the EV’s previous DS-2019 record, you will add a new row by clicking on the yellow + button. Then you will update the panel with the returning visitor’s new program information.

8. You will get a page with a new effective date of today and the information from the previous record will carry over into the fields.
9. Update the dates for the new program:

**End date**

Please enter the new end date for the EV. You must enter the new end date BEFORE you enter the new begin date or else you will get an error message.

In this example the current end date = 11/06/2011

New end date= 04/05/2012

**Begin date**

Please enter the new begin date for the EV.

In this example the current begin date = 10/01/2011

New begin date= 03/08/2012

**CURRENT INFORMATION**

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<th>Creation Reason:</th>
<th>New</th>
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<td></td>
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<td>*End Date:</td>
<td>11/06/2011</td>
<td></td>
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<td>Legal Research and Advanced Practice; (UMID 35034806)</td>
</tr>
<tr>
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<td>Legal Research and Advanced Practice; (UMID 35034806)</td>
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</tr>
</tbody>
</table>
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**UPDATED INFORMATION**

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<td>*Subj/Field Code:</td>
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<td>Legal Research and Advanced Professional Studies, Other; (UMID 35034806)</td>
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<tr>
<td>Subj/Field Remarks:</td>
<td>Legal Research and Advanced Professional Studies, Other; (UMID 35034806)</td>
<td></td>
</tr>
</tbody>
</table>
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10. You may or may not also need to update the Subject Field Code and Remarks section depending on whether the new program’s objective fits under the old subject field code or not.
11. Update Financial Support Information

Delete funding information from the previous J-1 program and enter the funding information for the new J-1 program. The funding should be cumulative, i.e. represent the ev’s total program support from start date to end date of the new program. Please note that the funding must go in one of three categories: “Current Program Sponsor” (U-M funding), “Personal” (bank statements, etc), and “Other Organizations” (anything else). The box for “Exchange Visitor’s Government” and the other boxes on the page are NOT valid options. See instruction sheet for New or Transfer J-1 Exchange Visitors for more details.

12. Update the Site of Activity and Department Contact information so it is accurate for the new J-1 program.

13. Also, make sure that the Responsible Officer’s name is updated. (Please select the name of the International Scholar Advisor assigned to your department.)
14. Please save the record using the yellow button in the lower left hand corner.

15. In order to complete the request, please submit a DS-2019 Request Form for a New and Transfer Exchange Visitor (along with supporting documents) to the International Center. Please see the DS2019 New and Transfer Request form for information on the required documentation.