Adding a New Dependent

Use this request to obtain Form DS-2019s for your family members who will use the J-2 visa to accompany you in the U.S. during your J-1 program period after your arrival.

If your family members are joining you upon your initial entry to the U.S., request their DS-2019s in the Exchange Visitor tab [1] instead.

Who Qualifies as a Dependent?

J-2 dependent status is only for married spouse and child(ren) under 21 years old. If your J-2 child will turn 21 during your J-1 program period, please consult with your designated OISS adviser [2].

Preparing to Make the Request

Make a Separate Request for Each Dependent

If you wish to add multiple J-2 dependents, you will need to submit a separate request for each dependent.

Meet the Health Insurance Coverage Requirement

The J Exchange Visitor federal regulations require each and all J visa holders, including J-2 dependents, to have medical insurance [3] throughout the entire duration of the J exchange program. This coverage requirement is for each J visa holder in the family. If you willfully fail to maintain insurance coverage as set forth or make a material misrepresentation to your J-1 sponsor regarding the coverage, you and/or your J-2 dependent(s) will be considered to be in violation of the Exchange Visitor Program regulations and will be subject to termination as Exchange Visitor participant(s). It is your responsibility, not Yale’s, to obtain and maintain health insurance coverage.

Gather Required Documentation

All documentation should be in PDF format. If a file is in an image format (JPG, PNG, BMP, etc.), you can convert them to PDF using these instructions: https://www.wired.com/story/how-to-turn-document-into-pdf/ [4].

Dependent’s Passport Identity Page(s)

Additional Funding Documentation

If the current total funding amount shown on your most recent DS-2019 (see section 5) does not demonstrate required minimum levels [5] to add your dependent(s), you are required to provide additional funding documentation.

The funding documentation (e.g. personal bank statement) must meet the following conditions:

- Written in English
- Show the account holder’s name and account type
- Issued less than 3 months ago
• Show the financial institution’s name
• Indicate USD equivalency if the currency is not in USD

If you are requesting DS-2019 forms for multiple dependents, you may upload the funding documentation covering all dependents, but upload it to the first request.

FedEx or USPS Shipping Label

If you want the new DS-2019 to be shipped internationally and you select that you want to use FedEx or UPS, purchase a shipping label to attach here. Only one label is required for all dependent requests created at the same time.

How to Make an Add New Dependent Request in OISS Connect

1. Log into OISS Connect with your email address and password (not NetID) [6]
2. Click on the Requests tab:
3. Click the Add New Dependent button under ‘Available Requests’ at the bottom left:
4. Fill out the form as described. Below are tips for filling out the form.

Number of Dependents

Enter ‘1’ in this field. You must make a separate request for each dependent.
Email

If this request is:

- For a spouse, enter their own email address (not yours)
- For child(ren), leave this field blank

Country of Permanent Residence

This is the country where your dependent(s) has the documented legal right to work and reside permanently and intends to return when the J-1 program is completed (J-2 status is completed at the same time). In most cases, this will be the same as their country of citizenship.

Purpose of Form

Leave this field blank.

Medical Insurance Certification

Enter your complete name to e-sign that you certify this statement.

I Uploaded the Funding Documentation

You may say 'No' to this statement if:

- Your current funding amount is sufficient to cover ALL dependent(s) in your request(s).
- You are requesting to add multiple dependents and have uploaded the funding documentation to the first dependent request. The uploaded funding documentation must demonstrate the required amount to cover ALL dependents in your request(s). Enter in the explanation "see the financial documentation attached to name of the first dependent".

If you did say No, please provide an explanation meeting one of the above scenarios.

How Do You Want to Receive Your New J-1/J-2 DS-2019s?

If you would like your forms mailed to you internationally, select one of the following options:

- Express Shipment (UEMS)- please follow the instructions on our webpage [7] to request a shipping label. You do not need to notify your adviser that you created the label. Only one label is needed for all requests submitted at the same time.
- Express Shipment (FedEx/UPS)- be sure to upload a FedEx or UPS label in the documents section. Only one label is needed for all requests submitted at the same time.

If you are in the U.S. already, select:

- Pickup from OISS (421 Temple St), please come to our office after you receive an email from OISS letting you know your DS-2019(s) are ready. Be sure to check our hours and parking information [8] ahead of time.

Comments for OISS
Use this field to provide any additional necessary information for OISS.

Documents to Upload

Upload the following documents by clicking Browse or dragging files into this area. You may upload multiple files at the same time.

If you have already uploaded some of the documents to your record, you do not need to upload them again. Just search through the ‘Link Previous Documents’ sections and check the box next to each one required for this check-in.

- Dependent's passport identity page.
- Funding documentation, if applicable. The funding documentation (e.g. personal bank statement) must meet the following conditions:
  - Written in English
  - Show the account holder's name and account type
  - Issued less than 3 months ago
  - Show the financial institution's name
  - Indicate USD equivalency if the currency is not in USD
  - If requesting for multiple dependents, you may upload the funding documentation covering all dependents, but upload it to the first request
- A FedEx or USPS shipping label, if selected ‘Express Shipment (FedEx/UPS)’ for how you will receive your new DS-2019s. Only one label is required for all dependent requests created at the same time.

5. Click the Create Request button at the bottom of the window to complete the request.

Next Steps after Submitting this Request

After submitting a request with all necessary information, the request can take up to 10 days to be processed, and possibly longer during busier times of the year.

Once your request is processed, you will receive an email from OISS. We will let you know that the new DS-2019(s) are either in the mail or ready to pick up from our office.

Be sure to check our hours and parking information [8] ahead of time if you will be coming in to pick up the document(s).

Need Help?

If you have trouble completing this request, please email Sarah Henderson [9].

Source URL: https://oiss.yale.edu/immigration/j-1-scholars/oiss-connect-requests/adding-a-new-dependent

Links
[2] https://oiss.yale.edu/about/connect-with-oiss
[3] https://oiss.yale.edu/immigration/j-1-scholars/maintaining-legal-status/health-insurance-requirement