

J-1 Visa Check List

Requirements from the Sponsoring Department or Program for Exchange Visitors (EV) employed by UCHC

Please send this form to the International Office when considering a candidate who will need visa sponsorship.

- U.S. Visa History Form Pre-Sponsorship

Step 1

- Approved Personnel Transaction Request (PTR) and Search information
- Offer Letter
- Copy of Degree*
- Cleared Background Check
- Copy of Curriculum Vitae

**Note on Degree: If earned outside the U.S., s/he must submit a “document-by-document” World Education Services (WES) evaluation. Please follow our [WES Evaluation Instructions](#) (see attachment). Not required for faculty or students with Graduate Assistant or Dental Resident appointment.*

Step 2

- Request for Issuance of DS-2019 Form
- No Patient Contact Form
- Sponsoring Faculty Attestation
- Remote Work Directive
- English Proficiency Form for Prospective J-1
- Copy of Passport

If accompanied by dependents, *please include the following:*

- J-1 Dependent Request Form
- Marriage Certificate for Spouse
- Birth certificate for all children
- Copy of passport for all dependents

➤ *Note on Birth/Marriage Certificate:* if in a foreign language, it should be accompanied by original official translation into English; if in English, a notarized document should be provided prior to UCH visa sponsorship.

*If EV is already in the United States, please submit the following documents to the International Office **in addition** to those above. The International Office will initiate the transfer after all documents are submitted.*

- Copy of current DS-2019
- Copy of I-94
- Copy of visa page
- Copy of passport
- J-1 Transfer Recommendation Form (initiated by UCHC Int'l Office)
- Email request from an advisor in the EV's *current* international office about transferring to UCHC