

# J-1 Visa Check List

## Requirements from the Sponsoring Department or Program Student Intern

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

#### Documents from the student's foreign institution:

**Note:** All documents from the student's institution should be on **letterhead** with the institution's **official seal**. Each document should have the **name, title, and contact info** (such as email and telephone number) **of the person signing it**. Documents must be **original** (i.e. – not emailed scans).

- Support letter from the Visiting Student's Advisor from the home institution
  - Purpose of the visit
  - How does this benefit the student's current academic program
- Letter from the **registrar confirming student status** and enrollment
- Financial support document if funding source is other than UCHC

#### Documents from UCHC Department:

- Detailed support letter from the sponsoring **PI at UCHC**:
  - Purpose of the visit, student's activity at UCHC
  - How will this benefit the student **and** the UCHC's lab
  - U. S Department of State **Form DS-7002** Training Plan
  - Details on financial support the student will receive
  - If funded by UCHC, funding approval such as PTR
- Copy of student's Curriculum Vitae

#### Financial support documents (either from home institution or UCHC)

- Visits **under 6 months**: minimum funding \$1,850/month
- Visits **6-12 months**: minimum funding UCHC Graduate Assistant level (\$34,000/year)
- Student cannot use personal funds

**Step 2** - The request is reviewed by a committee and requires approval **before** moving forward

#### **Step 3** – Once approved

- If the Intern will be 100% supported by funds from his/her home institution, a **Visiting Student Contract** is required. The contract is **ink signed** by home institution and UCHC, with institutional stamp or seal. The contract is signed by the **Dean at UCHC** and the **student's mentor at UCHC**. It is also signed **by the Dean** and the **student's mentor at the foreign institution**.

#### **If paid by UCHC, please submit:**

- Approved Personal Transaction Request (PTR) and Search information
- Offer Letter

## ***Visa Sponsorship upon committee approval***

### **Step 4**

- Request for Issuance of DS-2019 form
- No Patient Contact form
- Sponsoring Faculty Attestation on Health Insurance
- Remote Work Directive
- Cleared Background check
- English Proficiency Form for Prospective J-1
- Copy of Passport

If already in the U.S. as a "Student Intern", please submit the following in addition to those listed above. Once all docs are submitted, the International Office will initiate the transfer.

- Copy of Current DS-2019
- Copy of I-94 card
- Copy of visa page
- Copy of Passport
- J-1 Transfer Recommendation Form (initiated by HR-International Office)

**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.