

# J-1 Visa Check List

## *Requirements from the Sponsoring Department or Program Non-Paid Visiting Scientists*

### **Step 1**

- Support letter from the Visiting Scientist's home institution:
  - Activity at UCHC
  - Benefit to the Visiting Scientist
  - Position in their home country
- Detailed support letter from the sponsoring **PI at UCHC**:
  - Purpose of the visit
  - Activity in the lab
  - How will this benefit the lab
- Copy of CV
- Financial support documents from home institution
- Copy of Degree\*

*\*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 [Steps to Obtain a WES Evaluation](#) instructions (see attachment). Does not apply to students enrolled in a UCHC academic program.*

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

- Visiting Scholar Contract (**only after request is approved**)

### **Step 3**

- Request for Issuance of DS-2019 form
- No Patient Contact form
- Sponsoring Faculty Attestation
- Copy of Curriculum Vitae
- Cleared Background check
- 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.*