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

➢ *Note on Degree:* If a foreign degree 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 UCHC visa sponsorship.

**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.