

J-1 Visa Check List

Please submit the applicable documents to the HR International Office, MC-4035. HR will initiate any necessary transfers.

Required Documents from the Sponsoring Department or Program

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

Additional Required Documents if already in the United States

- 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)

Required Documents if Accompanied by Dependents

- J-1 dependent request form
- Marriage Certificate for Spouse
- Birth certificate for all children

Required Documents if Employed by UConn Health

- Approved Personal Transaction Request (PTR) and Search information
- Offer Letter
- Official translation of the foreign degree; or notarized copy of degree if the degree is in English (Post Docs, Faculty etc.)

Required Documents for Non-paid Visiting Scientists and Visiting Students

This request is reviewed by a committee and requires approval

- Support letter from home institution related to the activity at UConn Health
- Support letter from home institution confirming student status (Visiting Students)
- Support letter from the UConn Health PI that will host the international
- Offer letter from the Dean's Office (Visiting Faculty)
- Copy of Degree (Visiting Scientist/Faculty)
- Financial support documents from home institution
- Visiting Scholar Contract (ONLY AFTER THE REQUEST IS APPROVED)