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)