

J-1 Visa Check List

Requirements from the Sponsoring Department or Program For exchange visitors (EV) employed by UCHC

Step 1

- Approved Personnel Transaction Request (PTR)** and Search information
- Offer Letter
- Copy of Degree*
- Cleared Background Check
- Copy of Curriculum Vitae

**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

- Request for Issuance of DS-2019 Form
- No Patient Contact Form
- Sponsoring Faculty Attestation
- 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.*

*If EV is **already in the United States**, please submit the following documents to the International Office **in addition** to those above. The International Office will initiate the transfer after all documents are submitted.*

- Copy of current DS-2019
- Copy of I-94
- Copy of visa page
- Copy of passport
- J-1 Transfer Recommendation Form (initiated by UCHC Int'l Office)
- Email request from an advisor in the EV's *current* international office about transferring to UCHC