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