J-1 Visa Check List

Documents from the sponsoring department or program

*If employed by UCHC, please submit the following documents:*

**Step 1**

- □ Approved Personnel Transaction Request (PTR) and Search information.
- □ Offer Letter
- □ Copy of Degree *(foreign degree - if in foreign language, accompanied by original official translation into English; if in English, notarized document prior to arrival and original document must be presented at the time of orientation.)*
- □ Cleared Background Check
- □ Copy of Curriculum Vitae

**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

*If already in the United States, please submit the following documents in addition to those listed above to Human Resources-International Office. Once all documents are submitted, HR-International Office will initiate the transfer.*

- □ Copy of current DS-2019
- □ Copy of I-94
- □ Copy of visa page
- □ Copy of passport
- □ J-1 Transfer Recommendation Form (initiated by HR-International Office)
- □ Email request from current international office regarding transferring to UCHC

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