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 a foreign degree 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 UCHC visa sponsorship.

**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