

J-1 Visa Check List

Requirements from the Sponsoring Department or Program Visiting Scientists

Please send this form to the International Office when considering a candidate who will need visa sponsorship.

- U.S. Visa History Form Pre-Sponsorship

Step 1

Documents from the scientist's foreign institution:

Note: All documents from the foreign institution should be on **letterhead** with the institution's **official seal**. Each document should have the **name, title, and contact info** (such as email and telephone number) **of the person signing it**. Documents must be **original** (i.e. – not emailed scans).

- Support letter from the Visiting Scientist's home institution:
 - Purpose of the visit; what is the planned activity at UCHC
 - How does this benefit the Visiting Scientist
 - What is their position in their home country
- Financial support documents
 - Equivalent to postdoc minimum salary at UCHC
 - \$56,484 as of July 2023
 - Scientist cannot use personal funds

Documents from UCHC Department:

- Detailed support letter from the sponsoring **PI at UCHC**:
 - Purpose of the visit
 - The scientist's activity in the lab
 - How will this benefit the scientist **and** the UCHC lab
 - Details on financial support the scientist will receive
 - If funded in part by UCHC, funding approval such as PTR
- Copy of CV
- Copy of highest Degree (with official English translation, if not in English)

Step 2 - The request is reviewed by a committee and requires approval **before** moving forward

Step 3 – Once approved

- A **Visiting Scholar Contract** is required. The contract is **ink signed** by home institution and UCHC, with institutional stamp or seal. The contract is signed by the **Dean at UCHC** and the **visiting scientist's PI at UCHC**. It is also signed **by the Dean** and the **visiting scientist's PI at the foreign institution**.

If paid by UCHC, please submit:

- Approved Personal Transaction Request (PTR) and Search information
- Offer Letter

Visa Sponsorship upon committee approval -

Step 4

- Request for Issuance of DS-2019 form
- No Patient Contact form
- Sponsoring Faculty Attestation
- Remote Work Directive
- Copy of Curriculum Vitae
- Cleared Background check
- 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, an official document should be provided prior to UCH visa sponsorship.