



J-1 Scholar & Department Checklist: Transfer to UR request for a form DS-2019

Required docs from the J-1 scholar:

- Completed **J-1 Scholar Exchange Visitor Questionnaire**
- A photograph of the J-1 applicant with name printed on the back of the photograph(s) (for UR immigration file, not the Dept. of State)
- Copy of identity pages of a valid passport for J-1 applicant
- Current curriculum vitae
- Proof of permanent residency if applicant is a citizen of one country, but is a legal permanent resident of another
- People who are not going to be paid by the University of Rochester **MUST** provide proof of funding and it must be:
 - Written in English
 - On letterhead from the funding source
 - Signed by someone with the authority to dispense the funds from the funding organization
 - Include the specific dates of funding coverage
 - Include amount of funding in US dollars
- Copies of degrees and certificates earned
- A copy of applicable immigration documentation (I-94 front and back, passport biographic page, all DS-2019s)
- Submit a **J-1 Scholar Transfer Form** to your *current J program sponsor*

Submit form and other required documentation to the administrator of your UR host department

Required documents from the host department:

- Completed **J-1 Scholar Department Questionnaire**
- Copy of the offer or invitation letter provided to the J-1 scholar by the host department
- Signed host responsibilities agreement (in J-1 Scholar Department Questionnaire)