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)