

New J Request for a Form DS-2019 Checklist

Please allow three months from the time ISO receives all paperwork for the DS-2019 request and the anticipated start date.

Required Forms and Supporting Documentation

Have ALL of the following on hand before initiating the eform process

Forms and supporting documentation **required of the department:**

- SMD and ASE departments only: J-1 Scholar Job Proposal Form approved by the appropriate dean or administrative office.
 - **For SMD DS-2019 requests:** [SMD J-1 Scholar Job Proposal Form](#) (the form is found at the bottom of the page)
 - **For Arts, Sciences & Engineering:** [ASE J-1 Proposal Form](#) (intranet login required)
- An appointment/invitation letter signed by the appropriate person(s). The letter must contain at a minimum:
 - Appointment title
 - Dates
 - Funding amount and sources
 - Statement of benefit eligibility or non-eligibility.
- J-1 applicants 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 authority to dispense the funds from the funding organization
 - Include the specific dates of funding coverage
 - Include the amount of funding in US dollars
- Supporting documentation required for [English Proficiency Assessment](#)
- [Export Control Form](#)

Forms and supporting documentation **required of the J-1 Exchange Visitor:**

- 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 legal permanent resident of another
- Copies of degrees earned

If the J-1 applicant will be accompanied by dependents:

- Copy of identity pages of a valid passport for each dependent
- For spouse, a copy of marriage certificate translated into English
- For child(ren), a copy of birth certificate translated into English