J-1 Scholar & Department Checklist: New J request for a form DS-2019

Form and supporting documentation required of the foreign national (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 if a citizen of one country but 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

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

Form and supporting documentation required of 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)