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