



## J-1 INITIAL REQUEST CHECKLIST

Please use the following checklist to gather all of the documentation needed in order to request a DS-2019 for a potential J-1 Exchange Visitor and their dependents (if applicable). Once all of the forms and supplemental documentation are collected, please email the documents to [csampan@sdsu.edu](mailto:csampan@sdsu.edu) or drop off the request to the Office of Faculty Advancement (Attn: Christine Sampankanpanich).

### J-1 Exchange Visitor Agreement - *College and Scholar*

- The potential J-1 scholar, mentor/SDSU faculty member, department chair/school director, and the dean of the college **must** review the agreement carefully and print their names, sign and date where indicated on Page 2 of the agreement.
- The DS-2019 will **not** be issued unless all signatures are obtained.
- A copy of the signed agreement must be included with the J-1 Initial Request.

### FORM A: J-1 Exchange Visitor Request (College) – *College*

- Complete **all** fields of the form. Missing fields will result in the delay of the DS-2019 issuance.
- Carefully review the **three (3)** different J-1 visa categories and select the appropriate category for the potential J-1 scholar.
  - All categories require **at least** a Bachelor's degree. No exceptions.
  - Short-Term Scholars are **ineligible** for extension beyond **six (6) months**. If the scholar wishes to return after their Short-Term Scholar program, they must wait **at least six (6) months** after the end of their previous program before beginning a new J-1 Short-Term Scholar program at SDSU. No exceptions. Please note that this is an SDSU policy.
- Evidence of financial support must be provided in the form of official letters, bank statements, etc. Copies are sufficient. The evidence **must** be in English. If the amount is not in US dollars, please include a print out of the online currency conversion.

### FORM B: Verification of English Language Proficiency (College) - *College*

- There are **four (4)** ways a scholar may satisfy the English language proficiency requirement. The faculty mentor or supervisor **must** indicate the method in which the scholar satisfies the requirement and **must** sign and date the form.
- If the scholar would like to use an English language proficiency test to meet this requirement, they **must** provide the test results. It is the discretion of the college to decide what scores are sufficient to satisfy this requirement.
  - For reference, please note that Graduate Admissions requires a minimum score of 80 (iBT) or 550 (PBT) on the TOEFL exam, and a minimum score of 6.5 on the IELTS exam.

### FORM C: J-1 Exchange Visitor Request (Scholar) - *Scholar*

- The potential J-1 scholar must complete all fields of the form. Missing fields will result in the delay of the DS-2019 issuance.
- If the potential J-1 scholar has ever been in J-1 status, they **must** provide the start and end dates of each J-1 program. This information is used to flag any potential issues.
- Dependent information **must** be provided in the chart on page 2 of the form (if applicable). This information will be used to prepare a DS-2019 for each J-2 dependent.

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\_\_\_\_\_ **FORM D: Health Insurance Memorandum of Understanding (Scholar) - *Scholar***

- The potential J-1 scholar must review the minimum health insurance requirements and certify that they will abide by the requirements for the duration of their program.

\_\_\_\_\_ **Proof of Financial Funding - *Scholar***

- The J-1 scholar must provide evidence of financial funding for the **entire** duration of their J-1 program at SDSU. The minimum amount of funding required is as follows:

<u>J-1 Visa Type</u>	<u>Minimum Amount of Financial Support Required</u>
J-1 scholar	\$1,600 per month
J-2 spouse	\$500 per month
J-2 child (under 21 years old)	\$250 per month

- Acceptable evidence includes copies of bank statements and official letters. If the college is going to provide the funding, the appointment letter with the amount is sufficient evidence.

\_\_\_\_\_ **Copy of Passport(s) - *Scholar***

- Only provide a copy of the passport biographical pages.
- If the scholar has accompanying dependents, provide a copy of each of their passport biographical pages.

\_\_\_\_\_ **Copy of Appointment Letter - *College and Scholar***

- This letter should final and signed by the appropriate individual in the college/department.