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 or drop off the request to the Office of Faculty Advancement (Attn: Christine Sampkanpanich).

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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.

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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.

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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.

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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.

(continue to Page 2)
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:

<table>
<thead>
<tr>
<th>J-1 Visa Type</th>
<th>Minimum Amount of Financial Support Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>J-1 scholar</td>
<td>$1,600 per month</td>
</tr>
<tr>
<td>J-2 spouse</td>
<td>$500 per month</td>
</tr>
<tr>
<td>J-2 child (under 21 years old)</td>
<td>$250 per month</td>
</tr>
</tbody>
</table>

- 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.