J-1 CHECKLIST FOR DEPARTMENT
Initial J-1 Scholar (All Except Postdocs)

Step 1: Compile the following documents/information

Documents From Department

___ Faculty Sponsor Agreement: On department letterhead, signed and dated

___ Letter of Invitation: Signed by faculty sponsor, department chair/dean, International Services Specialists, and invited visiting scholar

Information From Department

___ Proof of English Proficiency: based on J-1 English Proficiency Policy

___ HR Position Code for the Invited Scholar’s position (if paid by CU Denver)

___ Title, Phone and E-mail for Faculty, Dean, Department Chair, or Director of Sponsoring Unit

___ Name, Physical Street Address & Location of where scholar will perform duties

___ FedEx Speed Type (if ISSS will be shipping for you.)

___ Exchange Visitor Category (See more information about categories on the J-1 Overview)

___ Subject Field Code for Scholar (Subject Field code here: http://nces.ed.gov/ipeds/cipcode/)

___ Start Date and End Date of Program (These will need to be specific dates)

Documents From Invited Scholar

___ Passport identification page for scholar and ANY previous immigration documents for time in U.S.

___ Current Curriculum Vitae/Resume

___ Evidence of any non-University of Colorado Denver financial support: Document should be in English and with currency amounts in U.S. dollars. (Current funding requires $24,300/year and $6000/year for each dependent)

___ Passport identification page for each family member [spouse and/or child(ren)] (if requesting J-2 status)

___ J-2 Birth Cities: we will need to know the birth city to create the proper documents
Information from Invited Scholar

- **Contact Information**: e-mail address, phone number, physical & mailing address

- **Birth City** is required often this is on the passport, but if not you will need this information

- **Position or Occupation Code of scholar in home country** (You may choose that from the list [HERE](#))

Step 2: Complete the Online DS-2019 Request Form

In order to complete the online form you will need to have compiled all of the documents in the previous step. The form can be saved, but it will be easiest to have all documents ready before attempting to complete the online form.

All documents will need to be in electronic form such as .jpg, .pdf, .doc or another compatible document.

Please complete the following online form here: [http://ucdenver.link/ds2019_request](http://ucdenver.link/ds2019_request)

If you have issues or edits to the form please contact Nathanial Lynch ([nathanial.lynch@ucdenver.edu](mailto:nathanial.lynch@ucdenver.edu))