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: IELTS/TOEFL Score, Verification from English School, or Performed Interview by Proficient English Speaker. (See J-1 English Language Proficiency Policy for more info.)

___ 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

___ Proof of Insurance or Verification of Insurance (Scholars can also provide proof of insurance upon arrival. If they are eligible for University benefits we will ask for that information on the form)
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

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

Step 3: Send Required Original Documents to ISSS

Send just the original Offer Letter with Signatures to the address or office below, no other paper documents:

By mail: International Student & Scholar Services, P.O. Box 173664, Campus Box A0005/185, Denver, CO 80217

Delivery: Lawrence Street Center International Student & Scholar Services, 1380 Lawrence Street, Suite 932 Denver CO 80204

OR

Anschutz Medical Campus International Student & Scholar Services, Building 500, 8th floor, Room C8000D Aurora CO 80045