

## 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 \$30,000/year and \$7,200/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

#### International Student and Scholar Services

international.ucdenver.edu/ISSS  
Email: [iss@ucdenver.edu](mailto:iss@ucdenver.edu)  
Phone: 303.315.2230 | Fax: 303.315.2246

#### Physical Street Address

University of Colorado Denver  
1380 Lawrence Street, Suite 932  
Denver, Colorado 80204 U.S.A.

#### USPS Mailing Address

P.O.Box 173364  
Denver, Colorado 80217-3364 U.S.A.

#### Campus Mail Address

Campus Box A005/185



**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 Nathaniel Lynch ([nathaniel.lynch@ucdenver.edu](mailto:nathaniel.lynch@ucdenver.edu))

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