

J-1 CHECKLIST FOR DEPARTMENT Initial J-1 Scholar Postdoctoral Fellow

Step 1: Compile the following documents

Documents From Department

- ___ **Faculty Sponsor Agreement:** On department letterhead, signed and dated
- ___ **Postdoctoral Fellow Letter of Offer:** Signed by all required parties and visiting scholar
- ___ **Job Description:** If not included in the body of the Postdoc Offer Letter

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.)
- ___ **Decided Exchange Visitor Category and Subject Field Code**

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

International Student and Scholar Services
international.ucdenver.edu/ISSS
Email: 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.

Information from Invited Scholar

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

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

Campus Mail Address
Campus Box A005/185

Updated 06/13/2017

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 Nathaniel Lynch (nathaniel.lynch@ucdenver.edu)

International Student and Scholar Services

international.ucdenver.edu/ISSS

Email: 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