



Office of International Affairs  
*International Student & Scholar Services*

## CHECKLIST FOR AMENDMENT OF J-1 SCHOLAR PROGRAM

Step 1: Compile the following documents/information

### Documents From Department

- \_\_\_ **Faculty Sponsor Agreement:** On department letterhead, signed and dated
- \_\_\_ **Memo Requesting Amendment** (signed by faculty sponsor and department chair/dean)
- \_\_\_ **Offer Letter** (should be separate document) or FRF (SOM)

### Information From Department

- \_\_\_ **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
- \_\_\_ **Physical Street Address & Location** of where scholar will perform duties
- \_\_\_ **Exchange Visitor Category and Subject Field Code**

### Documents From Invited Scholar

- \_\_\_ **Passport identification page for scholar and each accompanying family member**
- \_\_\_ **Most recent Form I-94** for scholar and each accompanying family member
- \_\_\_ **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.
- \_\_\_ **Evidence of required insurance,** including coverage for health, emergency evacuation, and repatriation of remains. Note: Emergency evacuation and repatriation of remains are not part of the University employee health insurance; employee must have evidence that this coverage has been purchased separately.

### Information from Invited Scholar

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

## 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 document 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))

## Step 3: Send Required Original Documents to ISSS

Please send the original Offer Letter with Signatures to the address or office below:

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, 8<sup>th</sup> floor, Room C8000D  
Aurora CO 80045