



## J-1 Program Instructions (Postdoctoral Fellows)

Please allow at least two weeks to complete this process. **Please make copies for yourself of all items submitted to International Student and Scholar Services (ISSS).** Also, please include your campus phone number and mailing address where requested on Request for DS-2019.

### INITIAL STEPS

1. Administrator goes to ISSS website and downloads documents listed under “Inviting a J-1 Postdoctoral Fellow” on the website below.  
(<http://www.ucdenver.edu/academics/InternationalPrograms/OIA/ISSS/HRImmigrationAdministrator/Pages/J-1Scholar.aspx>)
2. Administrator goes to Postdoctoral Office website to obtain a copy of the template for the postdoctoral fellow offer letter. (<http://www.ucdenver.edu/faculty-staff/postdoctoral/docs/Pages/resources.aspx>)
3. Administrator asks Faculty Sponsor to review J-1 Overview and Summary of J Regulations and J-1 Faculty Agreement Form. Administrator completes and Faculty Sponsor signs Faculty Agreement Form.
4. Administrator prepares postdoctoral fellow offer letter following Postdoctoral Office template, obtains relevant hiring unit signatures, and requests school/college Dean’s approval. All relevant language in the template letter of offer must be included. Choose the appropriate options for funding and insurance coverage. Delete extraneous language.
5. Administrator send the offer letter to the J-1 applicant for acceptance signature. The applicant signs and returns offer letter to the department. If the applicant faxes a copy of the signed letter, s/he must initial each page of the letter and any attached documents, such as a job description.

### OBTAINING DEPARTMENTAL SIGNATURES ON INVITATION LETTER AND INFORMATION FOR DEPARTMENTAL REQUEST FORM

6. Administrator gathers information needed for Departmental Request for DS-2019 Form, which requires both scholar’s and faculty sponsor’s input and departmental signatures.

### SUBMITTING COMPLETED DOCUMENT PACKAGE TO ISSS FOR DS-2019 CREATION

7. Department submits all required documents and information that is outlined on the specific Check-List. The most up to date Check-Lists can be found here:  
<http://www.ucdenver.edu/academics/InternationalPrograms/OIA/ISSS/HRImmigrationAdministrator/Pages/J-1Scholar.aspx>

All of these documents will be submitted through the online form which can be found here:  
[http://ucdenver.link/ds2019\\_request](http://ucdenver.link/ds2019_request)

### SENDING DS-2019 AND LETTER OF INVITATION TO SCHOLAR

8. Once request package is complete, ISSS creates DS-2019 for J-1 Scholar and DS-2019(s) for any accompanying dependent(s).
9. ISSS (or Department) sends official DS-2019 form, Copy of postdoctoral fellow offer letter, and Welcome packet to the J-1 participant.

### **OBTAINING J-1 VISA**

10. Participant pays the I-901 SEVIS fee on-line; pays machine readable visa fee at local bank and any additional required visa fees, per US Consulate instructions on website; and schedules a visa appointment at the appropriate US Consulate, per instructions.
11. Participant brings I-901 receipt, Form DS-2019, and copy of postdoctoral fellow offer letter to appointment at U.S. Consulate in his/her home country. The U.S. Consulate issues official J-1 visa and J-2 visas to dependents.

### **IN CASE OF DELAYED ARRIVAL**

12. If scholar's arrival is delayed, notify ISSS immediately so that ISSS can postpone the start date in SEVIS and issue a new DS-2019, if needed.

### **CHECK-IN APPOINTMENT WITH ISSS**

13. When the J-1 visa holder arrives on campus, s/he must schedule a check-in appointment with an ISSS Advisor.
14. As a UC Denver employee, the J-1 visa holder must also schedule an appointment with an International Tax Specialist (<https://www.cu.edu/pbs/payroll/groups/international.html>).
15. For check-in, the J-1 visa holder must bring his/her visa, passport, and both sides of the MOST RECENT I-94 card issued by the USDHS at the U.S. port of entry. ISSS also need copies of these documents for any accompanying family members.
16. To validate the J-1 visa holder's J-1 program in SEVIS, ISSS will need his/her current residential address in the U.S.