



J-1 Program Instructions
(All Except Postdoctoral Fellows)
(Updated 06/18/2015)

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 website and downloads documents listed in these instructions. (<http://www.ucdenver.edu/academics/InternationalPrograms/OIA/ISSS/HRImmigrationAdministrator/Pages/J-1Scholar.aspx>)
2. 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.
3. Administrator prepares letter of invitation to J-1 participant. All relevant language in the model letter of invitation must be included. Choose the appropriate options for funding and insurance coverage. DELETE extraneous language, including instructions in headings. ISSS International Services Specialist would be glad to review a draft. ISSS also recommends that the Administrator send a copy of the draft letter to the J-1 participant for his/her review.

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

4. Faculty sponsor signs the form and sends to Department Chair or Dean. In School of Medicine Department Chair or Center Director concurs with the letter. In the Schools of Nursing, Pharmacy, Dental Medicine, and all Colleges and Schools on the Downtown Denver Campus, the Dean should concur by signing in designated area.
5. Administrator gathers information needed for Online Departmental Request for DS-2019 Form, which requires both scholar's and faculty sponsor's information and input.

SUBMITTING COMPLETED DOCUMENT PACKAGE TO ISSS FOR DS-2019 CREATION

- a) 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

SENDING DS-2019 AND LETTER OF INVITATION TO SCHOLAR

6. Once the Online Request is complete, ISSS creates DS-2019 for J-1 Scholar and DS-2019(s) for any accompanying dependent(s).
7. ISSS (or Department) sends official DS-2019 form, original Letter of Invitation, and Welcome packet to the J-1 participant.
8. J-1 participant signs Letter of Invitation, initials all pages, and sends copy to the Department via fax or e-mail. The J-1 participant keeps the original Letter of Invitation, which will be needed for visa application in home country and driver's license application once in the U.S.

OBTAINING J-1 VISA

9. 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.
10. Participant brings I-901 receipt, Form DS-2019, and original letter of invitation 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

11. 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

12. When J-1 visa holder arrives on campus, s/he must schedule a check-in appointment with an ISSS Advisor.
13. If employed by CU Denver, the J-1 visa holder must also schedule an appointment with an International Tax Specialist (<https://www.cu.edu/pbs/payroll/groups/international.html>).
14. 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.
15. 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.