



J-1 PROGRAM INSTRUCTIONS FOR J-1 VISA HOLDERS TRANSFERRING J PROGRAMS FROM ANOTHER U.S. INSTITUTION TO UCD OR A UCD AFFILIATE
Revised June 2014

NOTE: Please allow at least four weeks to complete this process. **Please make copies for yourself of all items submitted to the International Scholars and Students Office (ISSS).** Also, please include your campus phone number and mailing address on the Request for DS-2019.

INITIAL STEPS

1. Department/Unit Administrator downloads forms listed in these instructions from [ISSS Website](#) or obtains them from ISSS.
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 applicant. 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 will gladly review a draft upon request.

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

4. Faculty sponsor signs the form and sends to Department Chair, Dean, or Department Head. 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 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

6. Department submits the following items to the ISSS through online form:
 - a) Original Letter of Invitation with required Departmental and administration signatures. Responsible Officer or Alternate Responsible Officer for J-1 Program will review the letter of invitation and sign or notify Department of any issues. *(Please do not have the applicant sign the letter until it has been reviewed and approved by ISSS.)*
 - b) Copy of letter of offer, if separate offer letter exists.
 - c) If not a University of Colorado Denver employee, written documentation of the source of funding. (i.e. a written letter on institutional letterhead from applicant's home government or home institution signed by the appropriate official, financial support letter and bank statement, or letter signed by the bank official attesting to the balance in the account(s), or other documentation of funding as appropriate).
 - d) Completed Departmental Request for DS-2019.

- e) Copy of I.D. page of foreign passport containing photo, date of birth, place of birth, expiration date, date of issue and expiration date of passport, etc.). If dependents will be accompanying the scholar, copies of their passport I.D. page/s.
- f) Current DS-2019, J-1 visa stamp, and I-94 Report from the [Customs and Border Protection website](#).
- g) Applicant's Curriculum Vitae or Resume.
- h) Speedtype or Federal Express account number for fedex delivery charges if Department wants ISSS to send Welcome packet directly to scholar prior to their arrival. Note that ISSS cannot create the DS-2019 reflecting University of Colorado Denver sponsorship until the previous institution has transferred the J-1 Exchange Visitor's SEVIS record to us.

TRANSFER-IN REQUEST FORM

- 7. J-1 Exchange Visitor completes the Transfer-In Request Form to provide ISSS with the necessary contact information for an ISSS (or equivalent) contact at the participant's previous institution.
- 8. ISSS will coordinate the transfer of the participant's SEVIS record from the previous institution to the University of Colorado Denver's J Program.
- 9. Once transfer is complete, ISSS will create a new DS-2019 for the J-1 Exchange Visitor to reflect details of his/her new J program.

SENDING DS-2019 AND LETTER OF INVITATION TO SCHOLAR

- 10. If directed to do so and if provided with a speedtype for the Fedex charges, ISSS will send the new DS-2019 form, original Letter of Invitation, and Welcome packet to the J-1 participant.
- 11. 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 to present to consular official during any visa interviews, to Customs and Border Protection when entering the U.S., to the Social Security Administration (if a Social Security number is needed), and to the Colorado Department of Motor Vehicles (if applying for a driver's license).

CHECK-IN APPOINTMENT WITH ISSS

- 12. When the participant arrives at the University of Colorado Denver, the J-1 Exchange Visitor must schedule a check-in appointment with one of the ISSS staff members listed below.
Michelle Larson-Krieg, Director, International Student Scholar Services,
Michelle.Larson-Krieg@ucdenver.edu (303)315-2235
Amy Bello, International Services Specialist,
Amy.Bello@ucdenver.edu (303)315-2242
Nathanial Lynch, International Services Specialist,
Nathanial.Lynch@ucdenver.edu (303)315-2239
Julie Wilbers, Senior International Services Specialist,
Julie.Wilbers@ucdenver.edu (303)315-2244
- 13. If employed by the University of Colorado Denver, the J-1 Exchange Visitor should also make appointment with an International Tax Specialist. Schedule an appointment with an international tax specialist using their [online appointment system](#).
- 14. For both appointments, the J-1 Exchange Visitor must bring his/her visa, passport, and I-94 record. ISSS also need copies of these documents for any accompanying family members.
- 15. The J-1 Exchange Visitor will also need to provide ISSS with his/her local address so ISSS can validate the participant's SEVIS record.