

## New J-1 Scholar Submission Checklist

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### For your own reference:

Name exactly as shown on passport (Last, First): \_\_\_\_\_

UFID: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Choose ONE of the following categories based on program duration:

- Short-Term (six months or less.)
- Research Scholar (more than six months.)
- Professor (teaching more than six months.)

### The following documents must be provided by the Exchange Visitor:

- Passport Scan for J1 and all J2s.
- Original Diploma ( Bachelor's or above)
  - If original diploma is not in **English**, a **certified English** translation must also be provided in addition to the original diploma, e.g. notarization, home institution letterhead, etc.
- CV in **English**.
- [Processing Fee](#) for J-1 and all J-2s, \$100 per person.
- Funding in **English** with type of currency specified. \$1500/month for J-1, \$1000/month for spouse, \$500/month per child. Funding must be provided in the following forms:
  - A) UF Funding**
    - This must be indicated within the offer letter. Please list the amount and duration clearly, e.g. \$1,500/month or \$18,000/year.
  - B) Third-Party funding**
    - This should be indicated by a letter from the party providing funding, such as a foreign institution, scholarship, or employer. The letter must be in **English**, on letterhead, include the funding amount being provided, and clearly state the funding will be available during the J-1's program at UF.
  - C) Personal Funding**
    - This must be indicated by an **English** bank statement in the J-1 Exchange Visitor's name that includes the date of the statement and the type of currency.

**D) Funding by a friend or family member**

- This must be indicated by a completed [Certificate of Financial Responsibility](#)

**The following documents must be provided by the Hosting Department:**

- [DS2019 Request Form](#)
- Signed Invitation/Offer Letter following the EVS templates ([UF funding](#) / [Non-UF funding](#)) including:
  - J visa category (Research Scholar/ Short-Term Scholar/ Professor); choose **one**.
  - Exact program start and end dates in MM/DD/YYYY format.
  - Use appropriate template depending on whether the scholar is being paid by UF.
- Verification of English language proficiency.
  - Sufficient proof of English language verification can be found on our website [here](#).
- OPTIONAL Fedex or DHL **electronic** waybill if you have requested we mail the DS-2019 directly to the J-1 visitor from EVS. We **cannot** use your FedEx account number and we do not accept paper waybills.