

## J-1 EXCHANGE VISITOR DEPARTMENT CHECKLIST

### PROCESSING TIME

The **standard processing time** for a DS-2019 Form is **2-3 weeks** provided the request form is filled out completely and the required documentation is submitted. Please be specific with dates and duties/activities.

A fee of **\$300** will be charged for new requests. Extensions **\$200**, changes/amendments **\$100** and transfers will cost **\$300**. J-2s will be charged a **\$25 fee each**, regardless of when they are added. An eDOC, money order, or cashier's check is required with each DS-2019 request. Once the DS-2019 is processed by our office, the fees are non-refundable.

### REQUIRED DOCUMENTATION

Departments must submit copies of all required documents before IFS will begin processing a request.

- 1. DS-2019 Request Form;
- 2. Copy of scholar's and dependents' (all, if any) passports (biographical page only);
- 3. Copy of invitation/offer letter;
- 4. Proof of funding (must be in English and \$USD, NO exceptions, specific requirements below);
- 5. Proof of English language proficiency (please see our website for specific requirements);
- 6. eDOC and/or money order/bank check for processing fee.

### FINANCIAL DOCUMENTATION

The DS-2019 Form may be issued only for a period of time where there is **documented guaranteed funding**. In addition, funding must meet minimal funding requirements and cover the **entire period** of time on the DS-2019 for the EV (**\$1680/month**) and his/her dependents (**\$590/month each**).

General institutional support can not be considered government financing unless it was **specifically designated for an international educational exchange program**. Government funds made available for a specific research goal or to the principal research investigator and not for the use of supporting an individual EV or an EVP, should be designated as "funds from UA". If the EV will receive a salary from funds granted to UA (but not specifically granted to the EV) to support research projects, check UA as the funding source and list the total amount for the entire period of the DS-2019 request.

If the EV is not supported by UA funding, copies of financial documentation (personal bank statement, on-line banking statement, and/or award letter) must be submitted. The documentation must meet the following criteria:

- 1) The document contains the prospective EV's full name (as on passport);
- 2) The document is no more than 6 months old at the time a DS-2019 is requested;
- 3) The document must be written in English or have been translated into English;
- 4) The document must specify the total amount;
- 5) The amount must be in U.S. currency or converted into U.S. currency, <http://www.xe.com>.