

**CHECK LIST FOR SUPPORTING DOCUMENTS
WHEN SUBMITTING THE DS-2019 REQUEST FORM**

Visa & Licensing Office
David Geffen School of Medicine, Dean's Office
1060 Veteran Ave. 128G, 709107

1. INITIAL ENTRY

- A memo from the faculty supervisor, addressed to Judith Rothman, Associate Vice Chancellor for Finance, Medical Sciences. Include the exchange visitor's name, title of UCLA appointment, and a detailed description of activities the EV will undertake, including breakdown of percentages of duties/activities, i.e., teaching, research, observation, attending conferences, the site where the research will take place, etc.
- Most up-to-date C.V.
- Mandatory Health Insurance Compliance Form** signed by the exchange visitor. Please note that this form is not a policy, only a confirmation the exchange visitor will secure a policy.
- Supporting funding documents, if necessary. If amount is in foreign currency, conversion to U.S. dollar amount and exchange rate are required. If the funding document is in foreign language, a translation in English is required. For personal funds, original documentation, such as a bank letter signed by a bank official on the company letterhead, combined with a bank statement (no more than 60 days old) are required.
- For MD's, **Attachment to DS-2019 for Alien Physician Form** signed by the faculty supervisor is required. Please note that Option 2 candidates may require a Section 2111.
- A copy of passport ID page of the exchange visitor or dependents, if necessary.
- Processing fee (P-39, personal check, cashier's check or money order, etc.). Please refer to the section M in the *Instructions for Completing the Request Form for DS-2019* for the processing fee guidelines.

2. EXTENSION

- Mandatory Health Insurance Compliance Form** signed by the exchange visitor. A copy of health insurance coverage including repatriation & medical evacuation coverage for the extended period.
- For MD's, **Attachment to DS-2019 for Alien Physician Form** signed by the faculty supervisor is required. Please note that Option 2 candidates may require a Section 2111.
- Supporting funding documents, if necessary.
- Processing fee (P-39, personal check, cashier's check or money order, etc.)
- Legible copies of J-1 visa stamp, I-94 (front & back) and DS-2019, if necessary.

3. SEPARATE ENTRY OF FAMILY

- Processing fee (P-39, personal check, cashier's check or money order, etc.)
- A copy of passport ID page of the family member(s).

4. TRANSFER

- Copies of ALL DS-2019 Form(s)** issued by previous institution(s), copies of I-94 (front & back) and ALL J-1 visa stamp(s)
- All items under INITIAL ENTRY. Please note that a description of the connection between the two research projects must be included in the memo to Judith Rothman.

5. REPLACEMENT/AMENDMENT

- Any documentation that reflects changes to the status of exchange visitor. **Please note that a change in faculty supervisor is not allowed without prior authorization from the Dean's Office. Letters from both faculty supervisors, present and future, are required.**
- Processing fee (P-39, personal check, cashier's check or money order, etc.)