

J-1 AMENDMENT REQUEST CHECKLIST

Exchange Visitor's Name: _____

Part One: Forms and supporting documentation required of the Host Department

DS-2019 Department Request Form – VITS generated and completed

P-39 Recharge Form

Visa Processing

Memo to Anja Pardekooper (needed for changes in Department of Lab only)

Appointment Approval by Academic Personnel Office (if changing titles)

Part Two: Forms and supporting documentation required of the Exchange Visitor
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Copy of DS-2019 Forms

Letter or Proof of Financial Support (if changing financial support to non-UCLA funding)

Preparers Name Printed	Preparers Signature	Date
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