

J-1 INITIAL 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

DCISS SEVIS User Recharge Fee

Introductory Memo to Anja Pardekooper

(including name, dates, appointment title and research activities)

English Proficiency Form

J-1 Physicians Scholar

(required if the scholar is a foreign physician participating in UCLA's J-1 exchange visitor program - with signature of faculty sponsor)

Part Two: Forms and supporting documentation required of the Exchange Visitor
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Exchange Visitor Supplement Initial Request Questionnaire – completed and with signature

Copy of biographical page of passport for J-1 scholars and dependents (if applicable)

Copy of Previous DS-2019 Forms. Copies of scholar's previous DS-2019 forms are required if they have participated in a J-1 program within the past 2 years.

Current CV

Letter or Proof of Financial Support – if not funded by UCLA

If transferring to UCLA, provide the following:

J-1 Exchange Visitor Transfer IN Form (provided by UCLA Host Department)

Current DS-2019

Current I-94 card

Current J-1 visa stamp

Preparers Name Printed	Preparers Signature	Date
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