

J-2 SEPARATE ENTRY 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

Part Two: Forms and supporting documentation required of the Exchange Visitor
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Copy of biographical page of passport for dependents

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

Proof of medical, repatriation and evacuation insurance for family members (if obtained)

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

Preparers Name Printed	Preparers Signature	Date
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