INTERNATIONAL PROGRAMS & INITIATIVES
J-1 PROFESSOR AND SCHOLAR
DOCUMENT CHECKLIST

NAME _____________________________________________________________________________ UAF ID # _______________________

COUNTRY OF RESIDENCY ________________________________ VISA STATUS ________________

NEEDED FOR DOCUMENT ISSUANCE:

- UAF J-1 EXCHANGE VISITOR AUTHORIZATION REQUEST FORM
  (BE SURE TO CHECK IF U.S. GOVERNMENT FUNDS HAVE OR HAVE NOT BEEN RECEIVED)
- EXPORT CONTROL CERTIFICATION FORM
- LETTER FROM EXTERNAL ORGANIZATION OF SALARY/SUPPORT, IF APPLICABLE
- PROOF OF PERSONAL FUNDS, IF APPLICABLE
- COPY UAF INVITATION OR OFFER LETTER
- COPY OF CONTRACT LETTER, IF APPLICABLE
- COPY OF PASSPORT IDENTIFICATION PAGE
- COPY OF ANY CURRENT OR PREVIOUS J-1 OR J-2 VISA(S)
- COPY OF CURRENT I-94, IF CURRENTLY IN THE U.S.
- COPY OF ANY PREVIOUS DS-2019 FORMS ISSUED WITHIN THE LAST 4 YEARS
- VITAE/RESUME

BEFORE ARRIVAL:

- PROOF OF HEALTH INSURANCE COVERAGE MEETING DEPARTMENT OF STATE MINIMUM REQUIREMENTS

UPON ARRIVAL:

- SCHEDULE ORIENTATION WITH IP&I (THURSDAYS AT 9:00 A.M.)
- COLLECT COPIES OF DS-2019, PASSPORT WITH J-1 ARRIVAL STAMP, VISA AND DIGITAL I-94 AND SEND TO IP&I BEFORE ORIENTATION
- COLLECT RESIDENCE AND MAILING ADDRESS AND SEND TO IP&I BEFORE ORIENTATION

EXTENSIONS:

- UAF J-1 EXCHANGE VISITOR AUTHORIZATION REQUEST FORM
- EXPORT CONTROL CERTIFICATION FORM
- LETTER FROM EXTERNAL ORGANIZATION OF SALARY/SUPPORT
- EXTENSION LETTER FROM UAF HOST WITH REASON FOR EXTENSION
- COPY OF CURRENT CONTRACT LETTER, IF APPLICABLE
- COPY OF CONTINUING HEALTH INSURANCE PLAN

UPON DEPARTURE:

- IF RESIGNING, COLLECT COPY OF RESIGNATION LETTER AND SEND TO IP&I
- COLLECT COPY OF FLIGHT ITINERARY SHOWING DEPARTURE FROM U.S. AND COPY IP&I
- EMAIL FROM VISITOR WITH DEPARTURE DATE