

# **Exchange Visitor Scholar Check-List**

# For all Exchange Visitor research visits:

Completed Extension Request Form

Current passport biographical information pages for scholar and all J2 dependents

Department letter extending the time period of the invitation/offer and including all UNF funding provided and any costs charged.

Documentation of insurance coverage, for the entire duration of extension period for the visitor and any accompanying family members, which meets or exceeds the requirements listed on page 2 of the initial DS-2019 form.

Documentation of sufficient funding, in the form of an UNF offer letter, scholarship award letter, sabbatical letter from the home university detailing the salary that will be received, or bank statements. Documentation must be in English, but the currency need not be indicated in U.S. dollars. Funds available for the requested period of stay must meet minimum living expense requirements noted in the request form below. The DS-2019 cannot be issued if these funding levels are not met. A combination of sources can be used to meet the minimum requirements.



All information contained herein is required for processing your request and providing an accurate immigration record for the visitor; please, be certain all blanks are filled and all questions answered. The program must be reviewed for eligibility for extension prior to processing. Extension should be requested at least one month prior to the expiration of the visitor's current J-1 status.

## **PROGRAM INFORMATION**

 Name of visitor:
 Given name
 Middle name(s)

 Primary UNF Site of Activity
 Name of Department/College
 University Sponsor's Name

 Additional sites of activity, if any
 \*
 Extension requested to (month, day, year):

 Please note that there can be no gaps in the J1 program. The extension assumes continuous collaboration, research, or teaching activities.
 \*

 \* Primary Activity:
 Teaching
 Research

 Other:
 \*

\* Visitor's field of specialization - Please specify (e.g., physics, chemistry, etc.):

## FUNDING INFORMATION

Indicate the funding that will be used for the visitor's program in US\$, and the name of the funding source.

Types of Funds	Amount per (month, year, etc.)	Name of funding source
A. UNF Funds	Per	
B. US Government Funds	Per	
C. International Organization	Per	
D. Foreign Government	Per	
E. Binational Commission	per	
F. Personal funds	Per	
G. Other	Per	

Funds available for the requested period of stay must meet minimum living expense requirements. The DS-2019 cannot be issued if these funding levels are not met. A combination of sources can be used to meet the minimum requirements. Please use the following table to determine minimum funding levels necessary.

	Exchange Visitor	Spouse	Each Child
Per Month	\$1,500	\$500	\$400
Per Year	\$18,000	\$6,000	\$4,800



#### Please fill in all blanks and answer all questions (marking N/A if not applicable).

#### PERSONAL INFORMATION

Name as indicated in your passport (Please include a copy of your passport or national identification card):

Surname (Family Name)

Given Name

Middle name(s)

Male Female

Date of Birth:

Current U.S physical home address: Current U.S. home mailing address (if different from physical address):

UNF email address:

Current U.S. phone number:

Residential address in home country:

Name of dependent: Dependent email address: Name of dependent: Dependent email address: Name of dependent: Dependent email address: Name of dependent: Dependent email address:

## **International Travel**

Do you or your J2 dependents plan to travel internationally within the next month? No Yes If yes, what are your anticipated dates of travel? From (Month, Day, Year) : To (Month, Day, Year):

# For more information, contact: Ruth Y. Lopez, Assistant Vice President for Student & International Affairs, UNF

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