



## 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:

*Surname or family name*

*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 JI 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
<b>Per Month</b>	\$1,500	\$500	\$400
<b>Per Year</b>	\$18,000	\$6,000	\$4,800

