J-1 (DS-2019) SCHOLAR APPLICATION CHECKLIST

Please note that Immigration Services recommends that the sponsoring department carefully time the submission of a DS-2019 application with the possible visa delay at an overseas U.S. consulate in mind. For more information, please contact Immigration Services at (269) 387-5865. Please note: J-1 visiting scholar requests first require clearance from the WMU Export Control Committee at OVPR. Please contact OVPR at (269) 387-8293 or via email at research-compliance@wmich.edu for an Export Control decision.

Scholar’s Name: _____________________________________________

☐ Export Control Decision Letter from WMU Export Control Committee at OVPR
☐ Immigration Services DS-2019 Request Forms (Part A & B)
☐ Copy of Western Michigan University’s Letter of Offer of employment
☐ Copy of WMU’s invitation letter, if funded by source other than WMU
☐ Certified financial document, if funded by source other than WMU - attach English translation
☐ Copies of previous DS-2019/IAP-66s, if any
☐ Copy of his/her curriculum vitae
☐ Copy of his/her diploma in related field, minimum of bachelor’s degree required – attach English translation
☐ Copy of his/her passport
☐ (In case of extensions) proof of health insurance covering the previous program duration

* Please note the WMU Employee Health Insurance Plan does NOT include medical evacuation and repatriation insurance. Thus, J-1 (and J-2s if any) must purchase medical evacuation and repatriation insurance separately and provide proof to our office to meet the requirements set by the U.S. Department of State.

☐ Number of dependent(s) accompanying J-1 scholar
☐ If requesting J-2 dependent DS-2019(s), attach proof of relationship such as a marriage or birth certificate, attach English translation
☐ If requesting J-2 dependent DS-2019(s), attach a copy of the dependent’s passport
☐ Other _____________________________________________________________

* Please send the complete application packet to Immigration Services at 4255 Ellsworth Hall, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5246.

* Please allow 10 business days for processing.

* In certain cases, such as transfer, amendment, etc., we will require more documentation and/or information. Please note that in case of transfers, it could take more than 10 days for processing as coordination with another J-1 sponsor is needed.