



## J-1 SCHOLAR APPLICATION CHECKLIST

**APPLICATION TIMELINE:** Please note that International Student and Scholar Services (I3S) 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. I3S recommends that the scholar application process begins approximately six months before the intended program start date, and is **completed no less than three months before the intended program start date**. J-1 exchange visitors must arrive in the United States prior to the program start date listed on their DS-2019. For more information, please contact I3S.

**EXPORT CONTROL CLEARANCE:** J-1 visiting scholar requests first require clearance from the WMU's Export Control Officer (ECO) in the Office of Research and Innovation. Please contact the ECO at (269) 387-5933 or via email at [ovpr-export-control@wmich.edu](mailto:ovpr-export-control@wmich.edu) for export control guidance and a decision letter.

**Scholar's Name:** \_\_\_\_\_

- Export Control Decision Letter** from WMU Export Control Committee at the Office for Research and Innovation
- WMU Visa Service Fee** (*\$300 initial applications/\$150 for extensions/\$50 for change of date; Paid by the scholar via online credit card payment OR by the WMU host department via Fund and Cost Center Number on Form Part A*)
- Affiliate Status Request Form** (*To be completed by Exchange Visitor and WMU Host Department*). This form will be submitted to the Registrar's office by the Coordinator of I3S. **Please leave Affiliate Start Date, Affiliate End Date and WIN fields blank.**
- I3S DS-2019 Request Forms Part A** (*To be completed by WMU Host Department*)
- I3S DS-2019 Request Forms Part B** (*To be completed by Exchange Visitor*)
- Copy of **WMU's letter of offer of employment**, if funded by WMU
- Copy of **WMU's invitation letter**, if funded by source other than WMU (*Please see "Sample Letter for J-1 EV"*)
- Certified **financial document**, if funded by source other than WMU (*Example: bank statement, funding letter from outside organization, etc.; Attach English translation*)
- Copies of **previous DS-2019/IAP-66** immigration documents, if any
- Copy of **scholar's curriculum vitae**
- Copy of **scholar's diploma in related field** (*Minimum of bachelor's degree required; Attach English translation*)
- Copy of **scholar's passport identification page**
- Exchange Visitor Insurance Acknowledgement Form** (*Please also view "J-1 Health Insurance" guidelines*)
- Proof of English language proficiency** (*Please see "J-1 scholars English Proficiency Guidelines"*)
- If requesting J-2 dependent DS-2019(s), **attach proof of relationship** such as marriage or birth certificate (*attach English translation*)
- If requesting J-2 dependent DS-2019(s), attach a copy of the **dependent's passport**
- If from a European Union country, attach signed GDPR Privacy Notice and Consent Form
- Other \_\_\_\_\_

**\* Please submit the complete application packet via email to the Coordinator of I3S ([raquel.garciacono@wmich.edu](mailto:raquel.garciacono@wmich.edu)) OR send a hard copy to 3110 Faunce Student Services.**

**\* Please allow 10 business days for processing.** In certain cases, such as transfer, amendment, etc., more documentation and/or information will be required. Please note that in case of transfers (which require coordination with another J-1 sponsor), more than 10 days for processing may be needed.

**INTERNATIONAL STUDENT AND SCHOLAR SERVICES  
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