J-1 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 Western Michigan University’s Export Control Committee at the Office of the Vice President for Research. 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 (To Be Completed by WMU Host Department)
☐ Immigration Services DS-2019 Request Forms Part B (To Be Completed by Exchange Visitor)
☐ Copy of WMU’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 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
☐ Proof of English language proficiency (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
☐ Other ____________________________

* Please send the complete application packet to Immigration Services at 3110 Faunce Student Services, 1903 W Michigan Ave, Kalamazoo, MI 49008-5246.

* 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, it could take more than 10 days for processing as coordination with another J-1 sponsor is needed.