Checklist of J-1 Scholar Documents

For All Requests Include photocopies of the following:

☐ Identity/biographical page of passport showing name, date of birth, and barcode

☐ Identity/biographical page of dependents' passports showing name, date of birth, and barcode (if applicable)

☐ English Language Proficiency Documentation (select one)
See [BIO website] for detailed information (not required for extension cases)

    ☐ Copy of a recognized English language test (TOEFL or IELTS)

    ☐ Signed documentation from an academic institution or English language school, [see template]

    ☐ Signed documentation of an interview conducted by the faculty sponsor or UC Berkeley host department designee, [see template]

☐ Curriculum Vitae/Resume (not required if already uploaded in ISD for prior case)

☐ Proof of legal permanent residence
    If different from citizenship, must be translated into English. See LPR resource for more information.

☐ Proof of funding [see guidelines]
    • Converted to US dollars, in English, dated within last 6 months for each source listed.
    • If paid by UC Berkeley, include copy of appointment letter or VSPA stipend email approval, if applicable

☐ All Previous DS-2019s (of scholar and dependents)
If scholar has been in J status before, upload all previous DS-2019 copies

☐ Appropriate Campus Approval

    ☐ Appointment letter signed by the Dean

    ☐ VSPA approval

☐ [J-1 Host Faculty Agreement]

☐ [J-1 Services Fee Payment] (select one; dated within past 2 months)

    ☐ $650 Initial IOF (signed) for New, Transfer or Change of Status Requests only

    ☐ $400 Extension IOF (signed) for extension requests only J-1

☐ Expedite fee (if applicable)

    ☐ $300 IOF (signed) for Expedite Requests only. Add reason for expedite in Notes tab.

❖ Add a note in ISD
    Include the type of request, confirmed scholar email address for DocuSign transmission, and HR Partner/Generalist contact info, if applicable, in the Notes tab.

❖ Submit to Berkeley International Office after all information and documents are uploaded

Extension of Program Request

If the scholar is already in J-1 status at UC Berkeley, include photocopies of the following:

☐ **Required items for all requests** (see left column) Please note English Language Proficiency not required for extensions

☐ [Electronic I-94 record] or copy of the paper I-94 (front & back) for scholar and dependents

☐ Visa stamps for scholar and dependents

☐ All current and previous DS-2019 documents for scholar and dependents

☐ [Health Insurance Agreement] signed by scholar

❖ Enter Local U.S. Address, Phone & Email (Spouse's email if applicable)
❖ Complete and update all fields in "Passport and Visa" tab

Change of Status Request

For scholars in the U.S. who will change status to J-1, a consultation with a Berkeley International Office Scholar Advisor is required at least six months prior to their start date.

If the scholar has already met with a Berkeley International Office Advisor, indicate the name of Advisor in a note. Include photocopies of the following:

☐ **Required items for all requests** (see left column)

☐ [Electronic I-94 record] or copy of the paper I-94 (front & back) for scholar and dependents

☐ Visa stamps for scholar and dependents

☐ All current and previous I-20s for F-1 and dependents, if applicable

☐ Employment Authorization Document (EAD), if applicable

❖ Enter Local U.S. Address, Phone & Email (Spouse's email if applicable)

❖ Complete and update all fields in "Passport and Visa" tab

Transfer of Program Request

If the scholar is in J-1 status at another U.S. institution and is transferring to UC Berkeley, include copies of the following:

☐ **Required items for all requests** (see left column)

☐ [Electronic I-94 record] or copy of the paper I-94 (front & back) for scholar and dependents

☐ Visa stamps for scholar and dependents

☐ All current and previous DS-2019 documents for scholar and dependents

☐[Health Insurance Agreement] signed by scholar

❖ Enter Local U.S. Address, Phone & Email (Spouse's email if applicable)

❖ Complete "Current U.S. Institution" tab with International Adviser contact information

❖ Complete all fields in "Passport and Visa" tab