



University at Buffalo
The State University of New York

Office of International Education
Immigration Services

CHECKLIST FOR DS-2019 REQUEST

You must submit a completed DS-2019 Request Form with:

Cover sheet for DS-2019 request and completed DS-2019 request form

Copy of the letter of invitation (sample letter available at <http://www.buffalo.edu/immigration-services/services/J-1Scholars0/FormsAndAppls1.html>)

- **If a J-1 Scholar applicant is to be supported through a stipend administered by the Research Foundation or State, the following step must be taken.**

Documentation from the Office of Postdoctoral Scholars that the prospective Scholar is permitted to hold a Postdoctoral Associate appointment. Please contact the Office of Postdoctoral Scholars, 716-645-2939 or postdocs@buffalo.edu.

- **If a J-1 Scholar applicant is to be supported through a stipend administered by the Research Foundation the following additional step must also be taken.**

Documentation confirming support from Sponsored Projects Services. Please contact Mary Kraft, Director Post Award, mary.kraft@buffalo.edu, 716.645.4420.

Financial support documentation if not on stipend:

- (a) copy of J-1's current savings and/or checking account statement;
or
- (b) copy of letter evidencing financial support issued by J-1's overseas employer, university, scholarship, home government, etc.

NOTE: A copy of a Certificate of Deposit does not satisfy evidence of financial support requirement

Proof of English Proficiency

Copy of CV or resume **(If the prospective J-1 Scholar holds a **medical degree**, please contact UBIS for additional documentation to be attached to the DS-2019.)*

Signed copy of Medical Insurance Attestation

Signed original Certification and Fee Agreement (page #6 of DS-2019 request)

Copy of current DS-2019 and I-94, if currently in the U.S. in J-1 status

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Copy of prospective scholar's passport biographic page

Copy of pertinent provisions of Exchange Agreement, if applicable

Copy of dependent's(s') passport biographic page(s), if applicable

Copy of marriage certificate, with English translation, if applicable

Copy of birth certificate(s), with English translation, (for children only), if applicable

09/2021