Document Checklist for J-1 Scholars

### For All Requests
Upload photocopies of the following documents to ISD:

- [ ] Identity/biographical page of your passport
  - Showing name and date of birth
- [ ] Identity/biographical page of your family’s passports
  - (if applicable)
- [ ] Proof of legal permanent residence
  - If different from citizenship
- [ ] Proof of funding for any sources other than UC Berkeley
  - Converted to US dollars, in English, for each source listed.
  - Must be dated within last six months.
  - If funding is not listed in your name, include the [Guarantee of Financial Support Form](https://internationaloffice.berkeley.edu)
- [ ] Previous DS-2019 forms for you and your family
  - For current and/or previous stays in J status, provide copies of all DS-2019s

### English Proficiency
Per Department of State federal regulations, scholars must have “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis.” [22 CFR 62.10(a)(2)]

Please upload **ONE** of the following to ISD (not required for transfer or extension requests):

- [ ] Copy of a recognized English language test (e.g., TOEFL, IELTS)
- [ ] Signed documentation from an academic institution or English language school (See [template letter](https://internationaloffice.berkeley.edu))
  - Issued on letterhead with printed name & signature of school official
- [ ] Signed documentation of an interview conducted by the faculty sponsor or UCB host department designee (See [template letter](https://internationaloffice.berkeley.edu))
  - Issued on letterhead with printed name & signature of faculty sponsor/designee, date & method of interview (in-person, videoconference, or telephone if videoconference is not a viable option)

### Extension of Program Request
If you are already in J-1 status at UC Berkeley, include copies of the following:

- [ ] Required items for all requests (listed above)
- [ ] Passport admission stamp indicating “J-1, D/S”, or copy of the paper or electronic I-94 record [https://i94.cbp.dhs.gov/i94](https://i94.cbp.dhs.gov/i94)
- [ ] Visa stamp for you and your family
- [ ] All current and previous DS-2019 documents for you and your family
- [ ] Enter Local U.S. Address in ISD
- [ ] Complete all information in “Passport and Visa” tab in ISD

### Change of Status Request
If you are currently in the U.S. in a different status and will change status to J-1, consultation with a Scholar Advisor at Berkeley International Office is required to discuss the process at least four (4) months prior to your start date in J status.

- [ ] Required items for all requests (see left column)
- [ ] Passport admission stamp indicating current immigration status or copy of the paper or electronic I-94 record [https://i94.cbp.dhs.gov/i94](https://i94.cbp.dhs.gov/i94)
- [ ] Visa stamp for you and your family (copy of current stamp)
- [ ] All current and previous I-20s for you and your family, if applicable
- [ ] Employment Authorization Document (EAD), if applicable
- [ ] Enter Local U.S. Address in ISD
- [ ] Complete all information in “Passport and Visa” tab in ISD

### Transfer of Program Request
If you are in J-1 status at another U.S. institution and are transferring to UC Berkeley, include copies of the following:

- [ ] Required items for all requests (see left column)
- [ ] Passport admission stamp indicating “J-1, D/S”, or copy of the paper or electronic I-94 record [https://i94.cbp.dhs.gov/i94](https://i94.cbp.dhs.gov/i94)
- [ ] Visa stamp for you and your family (current stamp)
- [ ] All DS-2019 documents for you and your family
- [ ] Enter Local U.S. Address in ISD
- [ ] Complete “Current U.S. Institution” tab in ISD
- [ ] Complete all information in “Passport and Visa” tab in ISD