# 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 (if applicable)
- English Language Proficiency Documentation (select one)
  - See [BIO website](http://www.biologicalinstitute.org) 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](http://www.biologicalinstitute.org)
  - Signed documentation of an interview conducted by the faculty sponsor or UC Berkeley host department designee [see template](http://www.biologicalinstitute.org)
- 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
- Proof of funding [see guidelines](http://www.biologicalinstitute.org)
  - 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
- 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 (and stipend email approval if applicable)
- [J-1 Host Faculty Agreement](http://www.biologicalinstitute.org)
- J-1 Services Fee Payment (select one; dated within past 2 months)
  - [5500 Initial IOF](http://www.biologicalinstitute.org) (signed) for New, Transfer or Change of Status Requests only
  - [2500 Extension IOF](http://www.biologicalinstitute.org) (signed) for extension requests only J-1
- Expedite fee (if applicable)
  - [250 IOF](http://www.biologicalinstitute.org) (signed) for Expedite Requests only. Add reason for expedite in Notes tab.

- Add a note in ISD
  - Include the type of request method of delivery, 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)
  - Note English Language Proficiency not required for extensions
  - [Electronic I-94 record](http://www.biologicalinstitute.org) 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](http://www.biologicalinstitute.org) 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 (6) 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](http://www.biologicalinstitute.org) 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](http://www.biologicalinstitute.org) 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](http://www.biologicalinstitute.org) 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