

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](#) 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
- 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
- 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](#)
- J-1 Services Fee Payment (select one; dated within past 2 months)
 - [\\$600 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 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) 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 (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](#) 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