### 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
  - 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 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 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
  - [ ] Employment Authorization Document (EAD), if applicable
  - ✤ 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