

# 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 Services Fee Payment (select one; dated within past 2 months)
  - [\\$500 Initial IOF](#) (signed) for New, Transfer or Change of Status Requests only
  - [\\$250 Extension IOF](#) (signed) for extension requests only
- J-1 Expedite fee (if applicable)
  - [\\$250 IOF](#) (signed) for Expedite Requests only. Add reason for expedite in Notes tab.
- ❖ Add a note in ISD  
Include the type of request and method of delivery in the Notes tab. For CSS: include HR Partner's contact info
- ❖ 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 <https://i94.cbp.dhs.gov/i94/#/home> 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
- ❖ 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 <https://i94.cbp.dhs.gov/i94/#/home> 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 <https://i94.cbp.dhs.gov/i94/#/home> 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
- ❖ Enter Local U.S. Address, Phone & Email (Spouse's email if applicable)
- ❖ Complete "Current U.S. Institution" tab with International Advisor contact information
- ❖ Complete all fields in "Passport and Visa" tab