# 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
  - Copy of a recognized English language test (TOEFL or IELTS)

- **signed documentation from an academic institution or English language school**

- **signed documentation of an interview conducted by the faculty sponsor or UC Berkeley host department designee**

- **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](https://i94.cbp.dhs.gov/I94/#/home)
  - 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.

- **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](https://i94.cbp.dhs.gov/I94/#/home)
  - 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](https://i94.cbp.dhs.gov/I94/#/home)
  - 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**