

- Please include this **1 PAGE** form with your J-1 application
- Please submit only one copy of each document
- Documents in **bold**, must be an original documents with original signatures
- All documents must be in the following order
- Please **DO NOT STAPLE** any of the paperwork

Please be aware that it takes **1-2 weeks** for a J-1 application to be processed in the International Office (IO) after receiving a COMPLETE request.

The department contact submitting the application will receive emails when the IO receives the application, when the IO processes and completes the DS-2019 for department/EV pick up.

(d) - Department Responsibility                      (ev) - Exchange Visitor (EV) Responsibility

**REQUIRED DOCUMENTS FOR ALL APPLICATIONS:**

- J-1 Department Request** (d)
- J-1 Department Authorization Form** (d)
- J-1 EV Information Form** (ev)
- J-2 Dependent Information Form**, if dependents are joining EV (ev)
- J-1 Insurance Agreement** (ev)
- Copy of Passport biographical page (ev)
- Official University Position Confirmation (d)  
MUST COVER DATES OF REQUESTED J-1
  - Research Staff Appointment - Research Positions
  - Postdoctoral Research Appointment - Postdoctoral Fellowships
  - Human Resources Offer Confirmation Letter - Staff Positions
  - Faculty Appointment Letter - Faculty Positions
  - Offer Letter from Hiring Individual - Undergraduate Researcher
- Proof of Health Insurance Coverage, approved by the Northwestern University Office of Risk Management, please see following link: <http://www.northwestern.edu/risk/scholar2.htm> (d)
- Proof of Funding, if not provided by Northwestern University (ev)
  - Letter from an outside sponsoring agency
  - A personal bank statement
  - Letter from the visitor's bank stating the amount of available funds
- J-1 Undergraduate Waiver and Release Form**, if EV is an undergraduate researcher (ev)
- MD Research Scholar Statement**, if EV is a physician (d)

**DEPENDING ON THE J-1 APPLICATION THE FOLLOWING DOCUMENTS ARE REQUIRED  
IN ADDITION TO THE DOCUMENTS ABOVE:**

**FOREIGN NATIONAL OUTSIDE THE U.S.** (Only documents listed on page 1)

**EXTENSION/AMENDED** (Only documents listed on page 1)

**CHANGE OF STATUS (COS) FROM F-1**

*NOT RECOMMENDED BY IO – PLEASE CONTACT INTERNATIONAL OFFICE ADVISOR BEFORE SUBMITTING APPLICATION*

- Only documents listed on page 1
- After attaining his/her DS-2019, the EV must file form I-539 and wait for USCIS approval (ev)

**TRANSFERRING A J-1 FROM ANOTHER DEPARTMENT OR INSTITUTION**

- EV Transfer In and Transfer Out Form (ev)
- Copy of Current DS-2019 (ev)
- Copy of Visa Stamp (ev)