

- 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. Please be in contact with your department regarding your J-1 application process.

**Please collect all the documents relevant to your application and submit them to your department contact.**

- (d) - Department Responsibility
- (ev) - J-1 Exchange Visitor (EV) Responsibility

**REQUIRED DOCUMENTS FOR ALL APPLICATIONS:**

- J-1 EV Information Form** (ev)
- J-1 Insurance Agreement** (ev)
- J-2 Dependent Information Form**, if dependents are accompanying J-1 (ev)
- Copy of Passport biographical page (ev)
- Proof of Funding, if not funded 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)

**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 DISCUSS THIS OPTION WITH DEPARTMENT BEFORE SUBMITTING PAPERWORK*

- 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 FROM ANOTHER DEPARTMENT OR INSTITUTION**

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