New J1 Scholar submission checklist

For your own reference:

Name exactly as shown on passport (Last, First):______________________________________________

UFID:_____________ Start Date:______________________ End Date:_____________________________

Choose ONE of the following categories based on program duration:

☐ Short-Term (six months or less.)
☐ Research Scholar (more than six months.)
☐ Professor (teaching more than six months.)

The following documents must be provided by the Exchange Visitor:

☐ Passport Scan for J1 and all J2’s.
☐ One Diploma (BS or above) in English or with signed English translation.
☐ CV in English.
☐ Proof of English competency in the form of departmental letterhead stating that a Skype interview was conducted IN ENGLISH and that the Visitor’s English level is sufficient for the duties assigned. Not required if Visitor has TOEF/TEFL scores that meet student requirements.
☐ Processing Fee for J1 and all J2’s, $100 per person.
☐ Funding in English with type of currency specified. $1500/month for J1, $1000/month for spouse, $500/month per child. Funding must be provided in form of:
  A) UF Funding should be indicated within the offer letter. Please list the duration clearly e.g. $1,500/month or $18,000/year.
  B) Third-Party funding such as from a home university, scholarship, or employer should be indicated by a letter or funding document from the party providing funding. It must be in English and include the amount being provided (and dates if applicable).
  C) Personal Funding should be indicated by an ENGLISH bank statement in the Exchange Visitor’s Name that includes the date of the statement and the currency being used.
  D) Funding by a family member should be indicated by a completed Certificate of Financial Responsibility.
The following documents must be provided by the Hosting Department:

- DS2019 Request Form which includes:
  - Name AS SHOWN ON PASSPORT (especially important for Brazilian applicants.)
  - Date of Birth in MM/DD/YYYY format.
  - Dependents that will be arriving at the same time as the J1. If the dependents will be arriving at a later date, they should not be on the Application.
  - Physical Address (include a STREET ADDRESS, not just the department name or “Criser Hall” and name of site activity).
  - Completed signature page.

- Signed Offer Letter following the EVS templates (UF funding / Non-UF funding) including:
  - Refer to scholar ONLY as Short-Term if less than six month program duration (do not say “Research Scholar/Short-Term Scholar”); choose one.
  - Exact program start and end dates in MM/DD/YYYY format.
  - Use appropriate template depending on whether the scholar is being paid by UF.
  - Must include exact start and end date.

- OPTIONAL Fedex or DHL ELECTRONIC waybill if you have requested we mail directly to the visitor from EVS. We cannot use your FedEx account number and we do not accept paper waybills. If you requested for EVS to mail the document from our office but no waybill is attached, you will receive an email to pick up the DS2019 from our office.

- TOEFL/TEFL Scores of 550/80 for Paper-based/Internet-based. IELTS: 6. MELAB: 77. Not required if Skype Interview letter was included by department OR if Visitor is from a country where English is the official language of instruction e.g. the UK, India, Zimbabwe, etc.