

## Document Requirements -New DS-2019 Requests-

If the originals of any of the documents below are not in English, they must be accompanied by a certified English translation. Options for acceptable certified translations are as follows:

- 1) A translation or confirmation letter in English from the issuing entity.
  - a. Example: a non-English diploma may be translated or confirmed by the registrar's office (not a faculty member) of the institution who issued the diploma; a bank statement may be translated or confirmed by the bank who holds the account.
  - b. The letter must be on letterhead and signed, stamped, or sealed.
- 2) Translation from a translation company. The translation should include information about the translation company providing the service.
- 3) Translation letter on departmental letterhead, signed and dated, from a UF faculty or staff member. Must include:
  - a. Name of the UF faculty/staff member conducting the translation
  - b. Date of translation
  - c. Why the person conducting the translation is qualified to do so (example: "I am fluent in both \_\_\_and\_\_\_ languages")
  - d. Name of the document and visitor to whom it pertains
  - e. A statement testifying to the accuracy of the translation

### Passport

(For J-1 exchange visitor and each J-2 dependent)

- Scan(s) must be legible and complete. Only the biodata page is required, no other pages are necessary.
- Passport(s) must be valid and current.
- EVS uses passports for confirmation of information such as spelling and order of name, date of birth, gender, city of birth, etc. EVS does not record passport numbers.

### Invitation/Offer Letter

- Must use one of two templates below:
  - [UF funding letter template](#) if the exchange visitor is being compensated by UF;
  - [J-1 letter of invitation template](#) if the exchange visitor is not being compensated by UF.
  - Must be on departmental letterhead, include the name title and signature of the both the UF Faculty Sponsor, and the Department Chair/Center Director or Dean (someone who is in a supervisory role above the faculty sponsor). As well as signed and dated by the Exchange Visitor.
    - Single signature accepted if signed by the Dean or Center Director.
- Must specify the J-1 visitor category, rather than the internal UF designation.
  - The Exchange Visitor categories are Professor, Research Scholar, Short-Term Scholar, and Student Intern.

## Proof of Funding

Total funding must meet the following minimum for the duration of the program:

J-1 exchange visitor: \$1,500/month

J-2 spouse: additional \$1,000/month

J-2 child: additional \$500/month (per child)

Submit one or a combination of the following:

- [UF Funding Letter](#)
- [Organization/Government/Agency Funding Letter](#)
  - Must specify the visitor's full name and UF program dates.
  - Must be on letterhead and signed, stamped, or sealed.
  - Must be directly from the organization providing the funds. Documentation from a third party confirming another organizations funding will not be accepted.
- [Personal Funding](#)
  - Current bank statement
    - Must be on bank letterhead or contain bank's logo, and show the full name, last four digits of the account number, and the account balance.
    - Must be a checking or savings account. Investment accounts and transaction records will not be accepted.
  - Bank letter
    - Must be on bank letterhead and signed, stamped, or sealed, and state the full name of the account holder and the amount of funds available to them for withdraw.
  - Salary
    - Letter from institution paying the salary must be on letterhead and specify the visitor's name, program dates at UF, and the amount they will receive during their time at UF. Should be signed, stamped, or sealed.
    - Paystubs, tax returns, or general letters of salary which do not specify that the visitor will continue to be paid during their time at UF will not be accepted.
- [Certificate of Financial Responsibility](#)
  - **The CFR cannot be used to show funds from an organization/agency/scholarship etc. It can only be used to show funds from a private source, a friend or family member.**
  - If showing personal funds from a bank statement or bank letter, the CFR is not required.
  - The account holder must sign and date the bottom of the top portion, and the visitor must sign and date the very bottom of the form. Instructional PDF can be found [here](#).
  - If the bank will not complete and stamp the middle portion, a current bank statement for the account holder must be provided.
    - The bank statement must be on letterhead or contain the bank's logo and must show the full name, last four digits of the account number, and account balance.
    - Must be a checking or savings account. Investment accounts and transaction records will not be accepted.

Documents reflected currency not in US dollars are acceptable however please use [XE online currency converter](#) and submit the conversion with the initial funding documents.

## CV/ Résumé

- Must be in English.
  - Many website services that generate CVs retain much of the original language rather than translating it into English. Please verify the entirety of the CV is in English before submitting.

## Proof of English Language Proficiency (applicable to ALL categories)

- If the exchange visitor applicant is a citizen of an exempt country, English proficiency is waived. Click [here](#) for the list of exempt countries.

**-OR-**

### Submit one of the following:

- If the exchange visitor applicant graduated from an institution where English is the primary language of instruction, please submit official transcripts, diploma supplements, academic evaluations, or diploma.
- Official test of English language proficiency, taken within the last two years, with scores as follows:
  - International English Language Testing System - [IELTS](#): 5.5 overall
  - Test of English as a Foreign Language internet-based test - [TOEFL iBT](#): 69
  - Pearson Tests of English - [PTE](#): 44
  - Common European Framework - [CEFR](#): B1
- Letter from UF faculty sponsor certifying that the prospective exchange visitor possesses sufficient proficiency in the English language to successfully participate in the UF program and to navigate daily life in the US. The letter must be signed by the UF faculty sponsor. A template for the letter is available [here](#).
- A third-party English verification through *English3* will be an acceptable option with a minimum score of 3.0\*. The exchange visitor applicant will conduct this process after the department submits the request, and the exchange visitor logs in to the EVS platform. An additional fee of \$99 USD will apply and is the responsibility of the exchange visitor applicant (additional registration fees may apply for registration in China). Test results are received by the EVS online platform within 2-5 days. Certificates with a score of 3.0 or higher may be used again for future UF visits for up to 4 years.

*\*If a score of 2.5 is obtained the score can be accepted with a confirmation letter (above) from the UF faculty host. Scores below 2.5 will not be accepted. Interviews with a 2.5 score are only accepted for one visit only.*

## Proof of [EVS Processing Fee](#) Payment

### (For primary J-1 exchange visitor applicant and each requested J-2 dependent)

- Must be paid under the exchange visitor applicant's name.
  - If someone is paying on the exchange visitor applicant's behalf, they should still input the prospective exchange visitor's information in the main section, and input their own information only in the billing section.
  - J-2 dependents of the exchange visitor applicant should have their fee[s] paid under the prospective exchange visitor's name as "dependents".
- It is the responsibility of the exchange visitor applicant to pay the EVS fee[s]. However, third parties such as UF departments/faculty are permitted to pay this fee on the exchange visitor applicant's behalf.

- Instructions on how to pay the fee can be found [here](#). A receipt is generated once the fee[s] are paid. A copy of the receipt is submitted with the request documents.

\* Refunds to the EVS Processing fee are very limited and only granted if the form DS-2019[s] has not been processed by EVS.

### [No Patient Contact Letter/ Incidental Patient Contact Letter \(if applicable\)](#)

- Required for J-1 exchange visitor applicants with a medical degree (US or foreign degree).
- Required if the J-1 exchange visitor applicant will be conducting program activities in a department where patient care or contact is possible.
- Must use one of EVS' two templates:
  - [No patient contact letter template](#) if the exchange visitor is only observing. Observing indicates that the physician will at most attend or give lectures, go into patient areas as an observer or consultant, or work on research tissue and specimens that have no direct bearing on patient care.
  - [Incidental patient contact letter template](#) if the exchange visitor physician is participating in a program of observation, consultation, teaching, or research that may need to have limited patient contact in order to carry out those objectives.
- Must be signed by the one of the following: Faculty Sponsor, Department Chair/Center Director, or Dean.

### [Diploma \(N/A for Student Interns\)](#)

- Official transcripts, diploma supplements, and academic evaluations in English are accepted in place of a certified English translation of the diploma only if they state the visitor's full name and specify the degree earned and the date it was conferred. See acceptable methods of translations at the top of this document.

### [Acknowledgment of Faculty Sponsor Responsibility](#)

- Must be signed by the UF Faculty Sponsor. Electronic signatures are acceptable.

### [Transfer-In Form \(Transfer-Ins only\)](#)

- Must be completed and signed by the J-1 exchange visitor's current program sponsor and the exchange visitor.

### [Approval of Participation Form \(Student Interns only\)](#)

- Must be completed by an official at the student intern's home institution.
- The first four boxes must each be checked.
- The last box verifying English language skills is optional.
- This form is accepted by EVS if the home institution does not check off the box for English proficiency. English proficiency will be confirmed by the methods [above](#)).
- Forms submitted without the school's seal, or stamp will not be accepted.

### [DS-7002 Information Form/Internship Placement Plan \(Student Interns only\)](#)

- Must be saved and submitted in the fillable PDF format and signed by the UF Faculty Sponsor.

## Waybill (N/A for Transfer-Ins)

- FedEx or DHL only.
- Must be addressed to the location at which the exchange visitor applicant wishes to receive their DS-2019 packet.
- Must be the waybill PDF generated by the website. Cannot be a screenshot or website page printout.
- ChartFields are not accepted in place of waybills unless shipping to an embargoed country.