Document Requirements
-Amendment Requests-

All Requests are submitted through the online “Amendment Request for a Current J-1 Exchange Visitor” portal. This guide details the documents required for each type of request.

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. 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

Change of Program Start Date
- Initial Invitation/Offer Letter showing new program start date (and end date if also changing)
  o UF funding letter template if the exchange visitor is being paid by UF
  o J-1 letter of invitation template if the exchange visitor is not being paid by UF
  o Must be signed and dated by the Exchange Visitor and UF Faculty Sponsor/Department Chair/Dean

Change/Add Worksite Location
- No document submissions if adding a site of activity within the same UF host department
- Amended Letter of Invitation required if outside UF host department or changing UF host departments (use template)

Change of Supervisor
- Amended Letter of Invitation required (use template)
Change of Funding
- For change or addition of UF Funding, provide amended Letter of Invitation (*use template*)
- Any other funding updates, provide proof of new financial support

Extension of Program End Date
- Amended Letter of Invitation with new program end date (*use template*)
- Proof of funding for extension period

Reduction in Length of Program
- [Statement of Program Reduction](#) signed by the UF Faculty Sponsor and J-1 Exchange Visitor