

# 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)
  - [UF funding letter template](#) if the exchange visitor is being paid by UF
  - [J-1 letter of invitation template](#) if the exchange visitor is not being paid 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. As well as signed and dated by the Exchange Visitor.
    - Single signature is accepted if signed by the Dean or Center Director.
- Must specify the J-1 visitor category, rather than the internal UF designation.
  - The J-1 categories are Professor, Research Scholar, Short-Term Scholar, and Student Intern.

## 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](#))
  - Should include the name title and signature of both the former and the current supervisor, unless the former supervisor is no longer affiliated with UF.
- [Acknowledgment of Faculty Sponsor Responsibility](#)

## 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

Each J-2 child: additional \$500/month

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 will not be accepted.
- Personal Funding

All currencies must be converted to USD if not reflected on funding confirmations and included as part of the supporting documents. Please, use [XE online currency converter](#).

- 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.

## 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](#)
  - Must be signed and dated by the Exchange Visitor and include the name title and signature of the UF Faculty Sponsor and the Department Chair or Dean