

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. 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.

Invitation/Offer Letter

- Must use one of EVS' two templates:
 - [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, signed by the faculty sponsor/department chair/dean, and signed and dated by the exchange visitor.
- 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

Proof of Funding

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

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

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

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

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
 - Current bank statement
 - Must be on bank letterhead or contain bank's logo, and show 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.**
 - 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.
 - Bank statement must be on letterhead or contain bank's logo, and must show 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.

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

(N/A if the visitor is a citizen of a country where English is an official language)

Submit one of the following:

- Transcript evidence that the exchange visitor attended university for at least one year in a country where English is an official language. Click [here](#) for the list of countries.
- Official test of English language proficiency with scores as follows:
 - [IELTS](#): 5.5 overall
 - [TOEFL iBT](#): 69
 - [PTE](#): 44
 - [CEFR](#): B1
- Letter from UF faculty sponsor on departmental letterhead documenting an interview was conducted either in-person or by videoconferencing, or by telephone. Must state the prospective exchange visitor possesses sufficient proficiency in the English language to successfully participate in his or her program and to function on a day-to-day basis. Must be signed, stamped, or sealed by the UF faculty sponsor.

Proof of [EVS Processing Fee Payment](#)

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

- Must show a zero balance.
 - This is provided in an email from Conference Services after the payment has gone through. It is the second confirmation sent. We cannot accept the first email confirmation which does not show a zero balance.
- Must be paid under the exchange visitor's name.
 - If someone is paying on the exchange visitor's behalf, they should still input the 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 should have their fees paid under the exchange visitor's name as dependents.
- Instructions on how to pay the fee can be found [here](#).

No Patient Contact Letter/ Incidental Patient Contact Letter (if applicable)

- Only required for J-1 exchange visitors with a medical degree
- 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 faculty sponsor/department chair/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.

[Acknowledgement of Faculty Sponsor Responsibility \(N/A for Student Interns\)](#)

- 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.
 - If not checked, alternative proof of English language proficiency must be submitted (see [above](#)).
- Forms submitted without the school's seal or stamp will not be accepted.

[DS-7002 Information Form \(Student Interns Only\)](#)

- Must be saved 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 plans 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.