J-1 Exchange Visitor Scholar Checklist

To bring an exchange visitor to Georgia State, the **GSU host department** must:

- Determine that the visitor has the English language skills necessary for visiting Georgia State University and participating in expected activities.

- Confirm that the visitor and any accompanying J-2 dependents will maintain adequate health insurance coverage for the duration of stay in J status, as required by federal law.

- Determine if the visitor has ever been in J status prior to the intended visit. If so, note the exact dates and category of the visit on the J-1 Exchange Visitor (Scholar) Request Form, and include copies of visitors’ previous Form(s) DS-2019.

- Obtain the following required supporting documentation to accompany the J-1 Exchange Visitor Request Form:
  - Curriculum Vitae (in English)
  - Proof of funding
    - Required funding amounts are: $1,513 per month for the exchange visitor, $500 per month for spouse, and $300 per month for each dependent child under age 21.
    - The visitor should obtain two (2) original funding documents, one for GSU’s immigration file, and one for the visitor’s personal use at his/her visa interview.
    - Financial documentation **must meet** the following criteria:
      i) **Original** document required (photocopies, scans, e-mails, faxes not accepted)
      ii) Not older than one year at time of issue
      iii) On original, official letterhead of the bank or funding organization
      iv) Include name of account holder and account number
      v) In English, listing amount of funds in U.S dollars
      vi) Documentation of monthly salary must state that the visitor will continue to receive the salary for the duration of stay.
  - Invitation letter from Georgia State University, on original university letterhead, addressed to the visiting scholar. The invitation letter must:
    - state the dates of the visiting scholar’s invited stay
    - describe the specific research objective in which the scholar will engage
    - state the title the scholar will hold within the hosting department
    - confirm that the host department will offer the scholar working space, materials, and access to University services (Panther card, etc.)
    - specify the amount of Georgia state salary/funding the scholar will receive, if applicable
    - **NOTE:** The host department should issue two (2) original letters of invitation: one for GSU’s immigration file, and one for the visitor’s personal use at his/her visa interview.
  - Copy of unexpired passport biographical page for visiting scholar
  - Copy of unexpired passport biographical page(s) for any accompanying dependents requesting J-2 status (if applicable)
  - If scholar previously or currently in the U.S. in J-1 or J-2 status, copies of all previously-issued Form(s) DS-2019 and Forms I-94.

- Complete the J-1 Exchange Visitor (Scholar) Request Form (Parts A – I), the Export Control Screening Form (pp 10-12 of the J-1 Exchange Visitor (Scholar) Request Form), attach the above supporting documents, and forward in one hard copy packet to Holly Williams, ISSS, 252 Sparks Hall. For specific questions on completing these documents, please email **hwilliams11@gsu.edu** or call 404-413-2070.

- Department is responsible for mailing DS-2019 to scholar. ISSS recommends a traceable service such as FEDEX, DHL, or UPS.