

Checklist for J-1 Visa Certificate (Form DS-2019)

The following is a list of documents required for the International Services office to process Form DS-2019 for prospective visiting scholars eligible for J-1 exchange visitor status. For your convenience and ours, please send all documents at the same time. Please forward the documents to the attention of Ms. Janice Goodloe at ISO, 101 Hatcher Hall. Once all documents have been received, please allow 5 working days for processing. We will notify you when the DS-2019 and attachments are ready for pick-up. Please call **Janice Goodloe** or **Loveness Schafer** at 578-3191 if you have questions.

- Approved WorkDay form to “create a position” or “fill a vacancy” or “appointment” - required even if this will be a "gratis" appointment.
- Copy of **Invitation Letter** (required for gratis/non paid positions)
- Completed **Request Form** signed by the head of your department
- Completed **English Language Assessment and Verification Form** signed by the exchange visitor’s host professor/sponsor
- Copies of current and previous Forms DS-2019 (if applicable)
- Copies of passport(s) for scholar and accompanying dependent(s)
- Copy of diploma (If the exchange visitor is going to be in a paid position and if the qualifying degree was earned outside of the United States, then a credential evaluation performed by a NACES member must also be provided in addition to transcripts. [Global Credential Evaluators](#) is a NACES member, has a comparatively reasonable fee, and has a quick turnaround.
- Copy of Curriculum Vitae
- Information on the source of funds needed to support the scholar and dependents (as applicable) during their stay at LSU. One or more of the following must be provided to show the source of funds:
 - a. Approved copy of WorkDay form showing the salary
 - b. A letter from a university, a government agency, or other funding agency or sponsor, showing amount of funding and funding dates.
 - c. Bank letters showing funds available for the period of stay at LSU.

The minimum amount of money required for living expenses and insurance is \$1,300.00 per month for the principal J-1 Visa holder. If dependents will accompany the scholar, documentation showing additional funds of \$4,000.00 for the spouse and \$3,000.00 per child for the initial exchange period must be submitted.

Documents in Foreign Language

Attach an English translation for any document you submit that is not in English. The translator of the document must certify to this effect:

I, _____, hereby certify that I am
competent to translate from _____ language into English
and that the attached is an accurate translation of the original document.

Name _____ Title _____ Address _____