

INTERNATIONAL STUDENT & SCHOLAR SERVICES

J-1 Exchange Visitor Checklist

NAME _____ UAF ID # _____

CANDIDATE RESPONSIBILITIES (SUBMIT TO UAF DEPARTMENT POINT OF CONTACT):

CANDIDATE INFORMATION FORM

COPY OF PASSPORT I.D. PAGE

COPY OF ANY CURRENT OR PREVIOUS J-1 OR J-2 VISA(S)

COPY OF CURRENT I-94, IF CURRENTLY IN THE U.S.

COPY OF ANY PREVIOUS DS-2019 FORMS ISSUED WITHIN THE LAST 4 YEARS

CV/RESUME

ACADEMIC ADVISOR FORM (J-1 STUDENT INTERN ONLY)

LETTER FROM EXTERNAL ORGANIZATION OF SALARY/SUPPORT, IF APPLICABLE

PROOF OF PERSONAL FUNDS, IF APPLICABLE (\$1,500 per month)

IF ACCOMPANIED BY DEPENDENTS, SUBMIT THE FOLLOWING:

DEMOGRAPHIC INFO (NAME, CITY OF BIRTH, COUNTRY OF BIRTH & CITIZENSHIP)

COPY OF PASSPORT IDENTIFICATION PAGE

ADDITIONAL PROOF OF FUNDING (\$500 PER DEPENDENT PER MONTH)

DEPARTMENT RESPONSIBILITIES:

IMMIGRATION SPONSORSHIP J-1 EXCHANGE VISITOR FORM

EXPORT CONTROL CERTIFICATION FORM ([CONTROLLED BY ORI](#))

COPY UAF INVITATION OR OFFER LETTER

COPY OF CONTRACT LETTER, IF APPLICABLE

TRAINING/INTERNSHIP PLACEMENT PLAN FORM (DS-7002) – REQUIRES ORIGINAL SIGNATURE FROM SUPERVISOR
(J-1 STUDENT INTERN ONLY)

CANDIDATE - UPON ARRIVAL:

SCHEDULE ORIENTATION WITH ISSS

COLLECT COPIES OF DS-2019, PASSPORT, VISA AND I-94

COLLECT RESIDENCE AND MAILING ADDRESSES AND SEND TO ISSS

SIGN I-94 ARRIVAL RECORD RELEASE FORM

COLLECT PROOF OF HEALTH INSURANCE COVERAGE MEETING DEPT OF STATE REQUIREMENTS

ISSUE SSA AND DMV LETTERS, IF NEEDED

CHECK IN WITH DEPARTMENT HR REPRESENTATIVE

APPLY FOR POLAR EXPRESS CARD AND PARKING PASS, IF NEEDED

DEPARTMENT - UPON ARRIVAL:

COLLECT NEW HIRE PAPERWORK, IF APPLICABLE
NOTIFY CANDIDATE OF UAF MANDATORY TRAINING
SET UP GLACIER IMMIGRATION ACCOUNT, IF APPLICABLE

CANDIDATE- TRAVEL OUTSIDE THE U.S.:

NOTIFICATION TO ISSS IMMEDIATELY
BRING ORIGINAL DS-2019 TO ISSS FOR TRAVEL SIGNATURE
UPDATE GLACIER IMMIGRATION UPON RETURN OF TRAVEL, IF APPLICABLE

CANDIDATE - EXTENSION RESPONSIBILITIES:

CANDIDATE INFORMATION FORM
NEW ACADEMIC ADVISOR FORM (J-1 STUDENT INTERN ONLY)
UPDATED LETTER FROM EXTERNAL ORGANIZATION OF SALARY/SUPPORT, IF APPLICABLE
UPDATED PROOF OF PERSONAL FUNDS, IF APPLICABLE
COPY OF CONTINUING HEALTH INSURANCE PLAN

DEPARTMENT - EXTENSION RESPONSIBILITIES:

J-1 DEPARTMENT SPONSORSHIP FORM
NEW EXPORT CONTROL CERTIFICATION FORM ([CONTROLLED BY ORI](#))
EXTENSION LETTER FROM UAF DEPARTMENT WITH REASON FOR EXTENSION
UPDATED CONTRACT LETTER, IF APPLICABLE
NEW TRAINING/INTERNSHIP PLACEMENT PLAN OR DS-7002 (J-1 STUDENT INTERN ONLY)

DEPARTMENT - UPON DEPARTURE:

STUDENT INTERN ONLY: FINAL EVALUATION FROM SUPERVISING FACULTY (MIDPOINT EVALUATION FOR STUDENTS STAYING 6 MONTHS AND LONGER)
IF CANDIDATE IS RESIGNING OR ENDING PROGRAM EARLY:
COLLECT COPY OF RESIGNATION LETTER/EMAIL WITH LAST DATE OF WORK AND DEPARTURE DATE, SEND TO ISSS
IF TERMINATING, CONTACT ISSS IMMEDIATELY
COLLECT COPY OF FLIGHT ITINERARY SHOWING DEPARTURE FROM U.S. AND COPY ISSS
IF DEPARTING BY VEHICLE, PLEASE NOTIFY ISSS OF DATE OF DEPARTURE