



Checklist For Requesting a J-1 Visa

Collect the following information / documentation and send it to Human Resources who will facilitate the rest of the process through the University of Colorado Denver - International Student and Scholar Services.

- ___ Applicant's current mailing address, phone number, fax number & e-mail address
- ___ Applicant's permanent (home country) mailing address - if different than current
- ___ Applicant's date of birth, place of birth (City & Country), country of citizenship & country of legal permanent residence
- ___ If Applicant is bringing family members, the name, relationship, date of birth, place of birth (City & Country) and citizenship of each person
- ___ Photocopies of applicant's and family member's passports (if available)
- ___ If Applicant is transferring from another institution within the United States or from another form of visa / work authorization, copies of all previous Immigration documents for the applicant and each family member.
- ___ Applicant's CV, including degrees and current position
- ___ Letter of Invitation signed by the Faculty Sponsor and Department Chairman
 1. Follow the template exactly - if you need a fresh template, HR will e-mail it to you
 2. Length of offer from one year to a maximum of five years. Dates of offer must be exact to the day. i.e. June 1, 2008 through May 31, 2011
 3. Source of funding: Minimum \$1,620/month for applicant and \$900/month for each family member
 - If provided outside National Jewish - need documentation of funding from outside source converted into U.S. dollars. Must match the Letter of Invitation.
 4. Source of insurance:
 - If provided outside National Jewish - need documentation of specific coverage for applicant and each family member from outside source. Must match the Letter of Invitation.
 - If National Jewish is providing insurance but not salary, department must pay applicant a minimum stipend of \$5,000 per year to cover premium deductions.
- ___ Faculty Agreement Letter signed by the Faculty Sponsor
 - If you need a template, HR will e-mail it to you