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