

J-1 Scholar Applicant Request Checklist

Review this checklist to ensure you have everything that you'll need for your J-1 Scholar request. You will receive an email from ois-info@umaryland.edu when your department has granted you access to submit your forms in our Sunapsis system.

Required for all Scholars

- Passport photo ID page
- CV or Resume
- If applicable, documentation of previous visits to the US in J status
- Proof of meeting English Language Proficiency standard
- Proof of meeting minimum funding requirement

Previous Visits to US

If you are currently in the US, or have previously visited the US in J-1 status, you will need to upload:

If currently in the US

- Copy of your current I-94 document

If currently in J-1 Status

- Copy of your current DS-2019
 - Transfer form from current J-1 institution, if applicable

If previous visits in J-1 or J-2 status

- Copy of all DS-2019s issued to you
- Copy of your J-1 visa stamp(s)

English Language Proficiency Requirement

OIS is required to collect evidence that J-1 exchange visitors have sufficient English language proficiency to fully participate in their proposed activities.

J-1 scholars can waive out of taking an English language proficiency test if:

- they are a citizen of one of the countries listed below;
- they have earned a university degree in the U.S. or one of the countries listed below; or
- they are currently enrolled or have earned a degree in a program of study where English is the primary language of instruction.

If the scholar does not meet one of the exemption criteria, they are required to provide test scores from a standardized English language proficiency test recognized by UMB. The scores must meet the minimum identified and not be more than two years old. Required documentation for each English language proficiency criteria is provided below.

CITIZENSHIP

Scholars who are citizens of one of the following countries.

Required Documentation: Copy of passport

Anguilla	Eswatini	Nigeria
Antigua	Gambia	Sierra Leone
Australia	Ghana	Singapore
Bahamas	Grand Turks and Caicos	South Africa (English-speaking, i.e. not Afrikaans)
Barbados	Islands	St. Kitts-Nevis
Belize	Grenada	St. Lucia
Bermuda	Guyana	St. Vincent
Botswana	Ireland	Tanzania
British Virgin Islands	Jamaica	Trinidad and Tobago
Canada (English-speaking, i.e. not Quebec)	Kenya	Uganda
Cayman Islands	Lesotho	United Kingdom
Dominica	Liberia	Zambia
	Montserrat	Zimbabwe
	Namibia	
	New Zealand	

EDUCATION

Scholars who have earned a degree from an accredited institution of higher education from one of the countries listed above or from an accredited institution in the United States.

Required Documentation: Copy of Diploma

- OR -

Scholars who have earned a degree from a program of study where English is the primary language of instruction (even if the country is not listed above).

Required Documentation:

- Document from school's registration office that confirms your degree was conferred **AND** that English is the primary language of instruction of either the school or the program of study.

- OR -

Scholars who are currently enrolled in a degree program where English is the primary language of instruction.

Required Documentation: Letter on letterhead from academic institution where scholar is enrolled that:

- Describes the writer's familiarity with the exchange visitor's English language ability,
- Attests that English is the primary language of instruction of the school or program of study, **AND**
- Provides supporting documentation about the school that demonstrates recognition of its degrees and its authority to operate under the education laws of the country where it is located.
 - [Download Sample Letter](#)

STANDARDIZED ENGLISH LANGUAGE TEST SCORES

Required Documentation: Score report from one of the following tests demonstrating achievement of the minimum score or above for that test **AND** demonstrates that test was taken within the past two years.

- [Duolingo English Test](#) - minimum score of 115 [make scores available to University of Maryland, Baltimore – Graduate]
- [TOEFL iBT](#) - minimum of 80 on internet-based test; minimum of 550 on paper-based test.
- [IELTS](#) - minimum of 7.0 total bandwidth

Scholars who do not currently have one of the above qualifications are encouraged to take the Duolingo English Test, which is low-cost and easily accessible online.

Funding Requirement

We are required to verify that all scholars demonstrate sufficient funding to support themselves, and if applicable their families, while living in the United States. The below amounts are subject to change.

- For the J-1 principal, \$37,200/year – or - \$3,100/month
- *If you plan to bring your spouse in J-2 status, you will need to demonstrate an additional \$12,600/year – or - \$1,050/month*
- *If you plan to bring one or more children under age 21 in J-2 status, you will need to demonstrate an additional \$8,100/year per child – or - \$675/month per child*

If you are not going to receive a salary from UMB or your UMB salary is insufficient to cover the estimated living expenses for you and your family, you will need to upload funding documentation.

Funding Documentation may include:

- A letter of sponsorship from your government, employer, scholarship organization, etc. on their letterhead, **and/or**
- A bank statement, translated into English, which clearly identifies the currency and the current balance of the bank account.

Dependent Information

A Dependent is a spouse or unmarried child under the age of 21 who is in the US with a family member in a primary status. You will need to complete a “Request DS-2019 for Spouse or Child” e-form for each dependent for whom you wish to obtain a J-2 DS-2019.

Required Upload:

- Passport photo ID page of dependent
 - If a child’s passport is not yet available, we will accept a copy of the birth certificate with English translation to ensure that we accurately issue the J-2 DS-2019 with legal name and date of birth.