



## J-1 Scholar Applicant Request Checklist: Documents to Upload in Sunapsis

Please review this checklist to ensure you have everything scanned that you'll need to upload in Sunapsis for your J-1 Scholar request.

### Previous Visits to U.S.

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

#### *If currently in the U.S.*

- 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

Citizens from the below countries are exempt from this requirement.

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



If you are not exempt based on country of citizenship, you may need to upload one of the following, if they apply to you:

- Copy of a diploma for degree earned at accredited institution in the U.S. or in one of the above listed countries.
- Copy of English language test scores *dated within the past two years* that meet either of the following two options:
  - TOEFL with a minimum score of 80 of the internet-based test, or minimum of 550 on the paper-based test
  - IETLS with a minimum score of 7.0 total bandwidth
- Subject to additional approval from the OIS, a letter on letterhead from an academic institution or English language school from outside the U.S. that includes the following elements:
  - Letter describes the writer's familiarity with the exchange visitor's English language ability, **and**
  - Attests that English is the language of instruction at the school, **and**
  - Provides supporting documentation that the school and its degrees are recognized under the education laws of the country where the school is located.
  - [View sample of this letter](#)

If you do not have any of these items, you should select the option to request an English language interview from your inviting department.

### Financial Information

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.

- For the J-1 principal, \$27,600/year – or - \$2,300/month
- If you plan to bring your spouse in J-2 status, you will need to demonstrate an additional \$7,200/year – or - \$600/month



- If you plan to bring one or more children under age 21 in J-2 status, you will need to demonstrate an additional \$6,600/year per child – or - \$550/month per child

If you are not going to receive a salary from UMB or your UMB salary is insufficient to cover you and your family, you will need to upload financial 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

#### Required Attachments

- Passport photo ID page
- CV or Resume

#### Dependent Information

A Dependent is a spouse or unmarried child under the age of 21 who is in the U.S. with a family member in a primary status.

You will need to complete a SEVIS Dependents (Spouse/Children) e-form for each dependent for whom you wish to get a J-2 DS-2019.

Required Upload:

- Passport photo ID page of dependent