**Office of International Affairs**

**Document Checklist**

**Initial or Transfer-In J-1 Visa Request**

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**Documents required to determine eligibility for UTHealth J-1 visa sponsorship for Initial or Transfer-In**

Visitor’s Name: _________________________________________________________________

Last                                               First                                               Middle

Administrator Name and Phone Number: _____________________________________________

- Original **Appointment Support Letter**
- Original **Site(s) of Activity Form**
- Postdoctoral Appointment Request Worksheet
  - For Postdoctoral Research Fellow Appointments ONLY
- **UTHealth Visitor Appointment Approval Email from the Office of Global Health Initiatives**
  - for Trainee or Visiting Scientist Appointments ONLY
- Original **Incidental Patient Contact or No Patient Care Statement**
  - Required for all visitors who hold a M.D. degree or equivalent
- **J-1 Biodata Form**
- Original **J-1 English Proficiency Form**
- Complete and updated Curriculum Vitae (CV) or Resume
- Legible copy of diploma or certification of highest degree obtained
  - Certified English translation if diploma is not in English
  - If the degree is awarded from outside the U.S., an official Credential Evaluation is required for J categories: Research Scholar, Professor, Short-term Scholar, and Specialist
- Legible copy of passport (biodata and visa pages)
- Legible copy of all current and previous U.S. immigration documents
- Original verification of financial solvency in the minimum amount of U.S. dollars as indicated on the most current J-1 biodata form. (For Non UTHealth Funded Appointments)

**Required for Transfer-In only**

- **Research Correlation Letter** from either the current supervisor or future supervisor at UTHealth stating how the research at our institution will directly relate to the research conducted at the current institution
- **J-1 Waiver Statement**
- **J-1 Transfer-In Form**

**J-2 Dependents**

*for exchange visitors requesting J-2 status for accompanying family*

- Legible copy of passport (biodata and visa pages)
- Legible copy of all current and previous U.S. immigration documents
- Legible copy of marriage certificate and certified English translation for spouse
- Legible copy of birth certificate and certified English translation for each child

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OIA requires a minimum of ten business days to process the J-1 visa request from the date a complete packet is received in OIA.

Revised 06/15/2017