

Checklist for J-1 Visa Certificate (Form DS-2019)

The following is a list of documents that the International Services Office (ISO) requires in order to process Form DS-2019 for prospective Research Scholars, Visiting Professors or Visiting Lecturers. For your convenience and ours, please send all documentation at the same time. Please forward the documents to the attention of **JANICE GOODLOE** at ISO, 101 Hatcher Hall. Once all documents have been received, please allow 5 working days for processing. We will notify you when the DS-2019 and attachments are ready. Call **Janice Goodloe** or **Loveness Schafer** at 578-3191 if you have questions.

1. Completed “**Request for J-1 Visa Certificate**” signed by the head of your department.
2. Copies of current and previous DS-2019 and/or IAP-66s if applicable.
3. Copies of passport(s) for scholar and accompanying dependent(s).
4. Curriculum Vitae.
5. If scholar will visit LSU for six months or less, provide a copy of the detailed job description or proposed activity at LSU.
6. Information on the source of funds needed to support the scholar and any dependents during their stay at LSU. One or more of the following must be provided to show the source of funds:
 - Approved Contract or PAF forms - required even if this will be a “gratis” appointment. Contracts and PAF forms must be copies of the exact forms dept. submitted to HRM.
 - Letters from sponsors, universities or government agencies showing amount of funding and funding dates. Letters submitted must be written in English or translated to English by someone other than the J scholar or their J-2 dependent.
 - Bank letters showing funds available for the period of stay at LSU. Letters submitted must be written in English or translated to English by someone other than the J scholar or their J-2 dependent.

The minimum amount of money required for living expenses and insurance is \$1,300.00 per month for the principal J-1 Visa holder. If dependents are to accompany the scholar, documentation showing additional funds of \$4,000.00 for the spouse and \$3,000.00 per child for the initial exchange period must accompany the application.