



Scholar Name	Submission Date:
Host School/Department:	Submitted by:

**Required for all cases**

- UC Merced Request for J-1 Services
- J-1 Biographical Information Form
- Academic appointment letter
- Passport biographical page
- Curriculum Vitae
- Proof of funding (if not listed in academic appointment letter) (\$1600/month minimum requirement)
- Visa Services Recharge Form

**Required for new exchange visitors currently outside of the country**

- Required items for all requests
- Exchange Visitor Restricted Party Screening Approval letter
- Certification of English Language Proficiency
- Any previous visa documents from within the past 5 years if applicable (DS-2019, Visa stamps, I-94 records, I-20s, etc)

**Dependents, if applicable – required for each dependent**

- J-2 Biographical Information Form
- Passport biographical page
- Additional funding (\$500/month for spouse, \$300/month per child)
- Any previous documents from within the past 5 years, if applicable (DS-2019, Visa stamps, I-94 records, I-20s, etc).

**Extensions**

- Required items for all requests
- Most recent I-94 for scholar and dependents
- Visa stamps for scholar and dependents
- Current and previous DS-2019s

**Transfer-In**

- Required items for all requests
- Most recent I-94 for scholar and dependents
- Visa stamps for scholar and dependents
- Copies of all DS-2019s
- Exchange Visitor Restricted Party Screening Approval letter
- Certification of English Language Proficiency
- Transfer-In Form

**Change of Status Request**

- Required items for all requests
- I-94 record
- Visa stamps for scholar and dependents
- Exchange Visitor Restricted Party Screening Approval letter
- Certification of English Language Proficiency
- All current and previous I-20s for F-1 and dependents, if applicable
- Employment Authorization Document (EAD), if applicable