Transfer - J-1 scholar program check list for Research Scholar, Short-term Scholar or Professor

Completed packets must be submitted to Pynie Gonzales ~65-70 days before the start date of the program to meet the 60 day deadline to the International Center.

DS-2019 application must include the following:
- UF ID number
- Physical site of scholar’s activity
- Program beginning and end date – must match invitational letter
- CIP code – Pynie can help with this code if needed
- Explanation of scholar’s purpose for coming to UF- must match invitational letter
- Department contact
- Signatures from all parties
- Must choose if short-term, research scholar or professor
- Foreign national name(s) must match the name(s) in the passport
- Date of Birth (MM/DD/YYYY) format
- Dependents that will be arriving at the same time as J-1. If the dependents will be arriving at a later date they should not be on the application. If questions please contact Pynie

Passport for J-1 and if applicable J-2 dependents

Invitation letter on UF letterhead with all required signatures (UF funding, dates, category, detail duties must match R-3 page); cannot change important information in the template letter.
- UF postdoc or
- UF funding or
- Non funding

Diploma with English translation or unofficial transcript (bachelor’s degree or higher)

No Direct Patient Contact Letter (if foreign national has MD degree)

CV in English

Verification of Funding – English translation with US dollar amount ($1500/month for J-1; $1000/month for spouse; $500/month per child)
- UF funding letter
- Other organization
- Personal Funding
- Private Funding

Fedex air waybill, applicable – only on-line versions (no paper)

Completed and signed R-3 page

Confirmation receipt of the $100 International Center fee (for each J-1 or J-2).

Copy of Transfer in form

Copies of all DS-2019 for exchange visitor and applicable dependents

Completed and signed Justification form