



DREXEL UNIVERSITY

International Students and Scholars Services

Student Life

J-1 EXCHANGE VISITOR Application Checklist

The J-1 Exchange Visitor application package must only be submitted by the sponsoring department. The review process cannot begin until all the application documents have been received by the International Students and Scholars Services Office. Please use the following checklist to complete the application and check the boxes for the documents that have been completed/prepared/submitted:

- Export compliance review * (This process has to be **completed first before the DS-2019** process can start).
- Completed J-1 Exchange Visitor Department Request Form (completed by the department with all the required signatures)
- Completed J-1 Exchange Visitor Applicant Request Form
- Copy of the official offer letter from the hosting department (composed by the host department)
- Financial support documentation (See p.2 of the J-1 Exchange Visitors Department Request Form)
- Certification for Language Proficiency
- Health Insurance Compliance Form
- Copy of the last awarded higher education degree (if the degree is not in English language, please attach a certified translation)
- Copy of valid passport
- Completed and signed Non- Associate Employee Form (for unpaid agreement; completed by the department and submitted to HR)
 - * By submitting this form, Drexel will issue the Drexel ID and email address, and grant access to building/lab.
- J-1 Exchange Visitor Transfer-In Request Form (if applicable)
- J-2 Dependents documents (if applicable):
 - o Marriage Certificate (for spouse) and/or Birth Certificate(s) (for children)
 - o Proof of funding (See p.2 of the J-1 Exchange Visitor's Department Request Form)
 - o Copy of the each of the dependent (s) valid passport (s)

Please note that a new J-1 Exchange Visitor is required to apply for a J-1 Exchange Visitor visa by visiting a U.S. consulate. Visa wait times vary from consulate to consulate, and it is important to request a realistic program start date. It is recommended that departments plan ahead and submit a J-1 Exchange Visitor application package in a timely manner.

ISSS requires at least **1 month** of a thorough application review and will not endorse a Form DS-2019 (the legal document required for the J-1 Exchange Visitor Visa) earlier than 90 days from the anticipated program start date.

Please contact ISSS at iss@drexel.edu if you have any questions.