

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 first complete the [Non-Immigrant Export Compliance Questionnaire](#). After compliance review is approved, submit the following in one PDF document and in the following order to iss@drexel.edu:

1. PRELIMINARY DOCUMENTS (REQUIRED):

Export Compliance Approval from the Office of Research & Innovation

This process must be completed before the DS-2019 process can start (see instructions above). You will receive the approval letter from the Office of Research & Innovation. Please allow at least one week for processing.

2. J-1 APPLICATION FORMS (REQUIRED):

Completed [J-1 Exchange Visitor Department Request Form](#) (completed by the department with all required signatures)

Completed [J-1 Exchange Visitor Applicant Request Form](#)

[Certification for Language Proficiency](#)

[Health Insurance Compliance Form](#)

3. SUPPLEMENTAL DOCUMENTS (REQUIRED):

Copy of the [official offer letter from the hosting department](#) (composed by the host department)

Financial support documentation (ie. funding letters, bank statements/account summaries, affidavit of support, etc.)

Copy of the last awarded higher education degree (if the degree is not in English, please attach a certified translation)

Copy of valid passport

4. OTHER DOCUMENTS (IF APPLICABLE):

[J-1 Exchange Visitor Transfer-In Request Form](#) (If the scholar is transferring their J-1 record from another institution)

J-2 Dependent(s) documents:

- Marriage Certificate (for spouse) and/or Birth Certificate(s) (for children)
- Proof of funding (ie. Funding letters, bank statements/account summaries, affidavit of support, etc.)
- Copy of each dependent(s) valid passport(s)

5. SHIPPING DOCUMENTS:

UPS Shipping label to J-1 scholar's mailing address (this can be obtained from [UPS CampusShip](#))

Please note that new J-1 Exchange Visitors are required to apply for a J-1 visa by visiting a U.S. consulate. Visa wait times vary from consulate to consulate and may be subject to backlogs and delays. The requested J-1 program start date should allow time for both ISSS internal processing and visa processing times. Departments are responsible for planning accordingly and submitting a J-1 Exchange Visitor application package in a timely manner.

ISSS requires **at least 1 month of a thorough application review**.

The sponsoring department is responsible for following all required HR procedures to onboard and report any affiliated or non-affiliated scholars. Please contact your designated HR representative if you require additional support.