

J-1 Exchange Visitor Checklist

International Student and Scholar Services
Georgia State University
P.O. Box 3987
Atlanta, GA 30302-3987
Tel: 404-413-2070
Fax: 404-413-2072
Email: iss@gsu.edu
www.gsu.edu/iss



To bring an exchange visitor to Georgia State, the *sponsoring department* must:

- Determine that the visitor has the English language skills necessary for visiting Georgia State University and participating in expected activities.
- Confirm that the visitor and any accompanying J-2 dependents will maintain adequate health insurance coverage for the duration of stay in J status, either through Georgia State's employee plan or through purchase of plan that meets minimum federal requirements.
- Determine if the visitor has ever been in J status prior to the intended visit. If so, note the exact dates and category of the visit on the J-1 Exchange Visitor Request Form.
- Obtain the following required supporting documentation to accompany the J-1 Exchange Visitor Request Form:
 - Curriculum Vitae (in English)
 - Proof of funding (ORIGINAL DOCUMENTS REQUIRED)
 - o Required funding amounts are: \$1,513 per month for the exchange visitor, \$500 per month for spouse, and \$300 per month for each dependent child under age 21.
 - o Documentation must original, in English, not older than one year, on official letterhead of the funding organization, and specify the amount of funds in U.S. dollars to be provided to the visitor for the duration of stay in the U.S. Documentation of monthly salary must confirm that the visitor will continue to receive the salary for the duration of stay.
 - Invitation letter from Georgia State University, on letterhead, addressed to the visiting scholar. The invitation letter must:
 - o be original issue, on Georgia State University letterhead, signed, and addressed to the visiting scholar;
 - o state the dates of the scholar's invited stay;
 - o state the scholar's position/title within the host department;
 - o describe the activities in which the scholar will engage;
 - o confirm that the host department will offer the scholar working space, materials, and access to University services (Panther card, etc.); and
 - o specify the amount of Georgia state salary/funding the scholar will receive, if applicable
 - Copy of unexpired passport biographical page for visiting scholar
 - Copy of unexpired passport biographical page(s) for any accompanying dependents requesting J-2 status (if applicable)
- Complete the J-1 Exchange Visitor Request Form (Parts A – I) and attach the above supporting documents. All requests should be sent to Holly Williams, ISSS, 252 Sparks Hall. For specific questions on completing these documents, please email hwilliams11@gsu.edu or call 404-413-2070.
- Department is responsible for mailing DS-2019 to scholar. ISSS recommends a traceable service such as FEDEX, DHL, or UPS.