



**University at Buffalo**  
*The State University of New York*

**Office of International Education**  
Immigration Services

## **CHECKLIST FOR DS-2019 – J-1 VISA EXCHANGE VISITOR PROGRAM**

You must submit a completed DS-2019 Request Form with:

- \_\_\_\_\_ Cover sheet for DS-2019 request
- \_\_\_\_\_ Financial documentation (e.g. employment letter, bank statement)
- \_\_\_\_\_ Copy of CV or resume
- \_\_\_\_\_ Brief statement from the sponsoring faculty/department describing the research or teaching program the scholar will undertake, including:
  - name of scholar's immediate supervisor or department mentor
  - professional obligations
  - description of the facilities and equipment that will be provided to the scholar (e.g. office/lab space, phone)
- \_\_\_\_\_ Signed copy of Medical Insurance Attestation
- \_\_\_\_\_ Copy of current DS-2019 and I-94, if currently in the U.S.
- \_\_\_\_\_ Copy of passport biographic page
- \_\_\_\_\_ Copy of pertinent provisions of Exchange Agreement, if applicable

11/07

