**[Worksheet for New J-1 Non-Employee](https://ucdenver.link/Worksheet-for-New-J1-Non-Employee)**

Questions to ask before submitting a request:

1. Has the visitor previously been in the U.S. in J-1 or J-2 status?
2. Is the visitor currently in the U.S. as an exchange visitor at another institution?
3. Is the visitor currently in the U.S. in another visa status, other than J-1?

If the answer is YES to any of the questions above, contact isss@ucdenver.edu prior to initiating the Request for a DS-2019.

The information on the J-1 Worksheet is required for ISSS to issue Form DS-2019 to a prospective scholar who will

* enter the U.S. in J-1 status
* transfer their J-1 status from another J program sponsor or
* change their status in the U.S. to J-1

You will submit the [DS-2019 Online Request Form](http://ucdenver.link/ds2019_request) at least 2-3 months in advance of the proposed start date.

Allow 10 business days for ISSS to issue Form(s) DS-2019.

**University Information and Documents**

|  |  |  |
| --- | --- | --- |
| **Status** | **Item** | **Notes** |
|  | Scholar Name as it appears in the passport |  |
|  | Scholar date of birth as it appears in the passport |  |
|  | Copy of ID page of passport | For scholar and each dependent  [J-2 Dependents](https://www.ucdenver.edu/services/international-student-and-scholar-services/j-1-scholars-dev/page/j-2-dependents) |
|  | City of Birth | For scholar and each dependent |
|  | Country of Birth | For scholar and each dependent |
|  | Country of Legal Permanent Residence | For scholar and each dependent |
|  | Last position/occupation in country of last legal permanent residence | <https://www.ucdenver.edu/docs/librariesprovider190/default-document-library/home-country-position-descriptions-codes.pdf?sfvrsn=308cafba_2f> |
|  | Contact Information | * e-mail address * phone number if in U.S. |
|  | CV/Resume |  |
|  | Information about J status in the past 2 years, if any | Copies of DS-2019s |
|  | Transfer-In Form if transferring J-1 status from another program sponsor | [J-1 Transfer In](https://www.ucdenver.edu/services/international-student-and-scholar-services/j-1-scholars-dev/page/transfer-in-from-another-j-program)  [J-1 Transfer-In Eligibility Form](https://www.ucdenver.edu/docs/librariesprovider190/j-1/j1_transfer_in_request.docx?sfvrsn=3f5f5cb4_1) |
|  | If in the U.S., information about current immigration status | Copies of documents |
|  | Exchange Visitor Category | [Overview for HR Business Partners and Host Units](https://www.ucdenver.edu/services/international-student-and-scholar-services/hrbp-j1-scholars-new/invite-a-new-or-transfer-in-scholar-or-update-the-start-and-end-dates) |
|  | Subject Field Code | [National Center for Education Statistics, Classification of Instructional Programs](http://nces.ed.gov/ipeds/cipcode/)  51.1401 is the code for Medical Science/Scientist: An undifferentiated clinical science program that prepares clinicians to conduct clinical and translational research in various areas. Note: programs that prepare clinicians to conduct research in specific scientific fields should report under the relevant CIP code series (e.g., Series 26 Biological and Biomedical Sciences). |
|  | Site(s) where scholar will perform duties including remote sites such as the scholar’s home | * Name of Site (department, division, center, etc) * Physical Street Address * Department Code (ex. SOM-PED) * [In-person requirement](https://www.ucdenver.edu/services/international-student-and-scholar-services/j-1-scholars-dev/page/in-person-requirement) |
|  | Position Title and Job Code | See [Benefits Eligibility Matrix](https://www.cu.edu/docs/benefit-eligibility-matrix) |
|  | Start and End Dates of Program | J-1 lengths of stay do not replace university policy on appointment time limits. See [Equal Pay for Equal Work Act Posting Guidance](https://www.cuanschutz.edu/docs/cuanschutzhumanresourceslibraries/talent-acquisition-and-compensation/equal-pay-for-equal-work-act---guidance-updated-february-2024.pdf?sfvrsn=7c9dc5bb_3J-1) and [Anschutz Policy for Research Postdoctoral Fellows/Trainees](https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/1000/1009a-research_postdoctoral_fellows_trainees.pdf?sfvrsn=ece652bb_2) |
|  | Will the program require return visits? If so, how many, when and the duration. |  |
|  | University non-salary funding  (stipends, reimbursements, etc.), if applicable | Amount of funding:  Minimum Financial Support  Scholar: No. of months X $3000 =  Each Dependent: No. of Months X $750 =  Total =  If there is no non-salary funding or the funding is insufficient, the scholar must provide proof of other funds.  Minimum Financial Support and Cost of Living  [Proof of Financial Support Requirements](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ucdenver.edu%2Fservices%2Finternational-student-and-scholar-services%2Fj-1-scholars-dev%2Fpage%2Fproof-of-financial-support-requirements&data=05%7C02%7CALEX.EDEN%40UCDENVER.EDU%7C3dcbbd7a110b4c32e1a308dd4155ad63%7C563337caa517421aaae01aa5b414fd7f%7C0%7C0%7C638738558424788940%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Gxng8AQgEc8o%2FtOBy7%2BZD2Pb3zfuifvO2hU9BzNBMOw%3D&reserved=0) |
|  | Proof of financial support if no non-salary funding or the funding is insufficient | Scholar: Number of months X $3000 =  Dependent: Number of Dependents x Number of Months X $750 =  Total =  Minimum Financial Support and Cost of Living  [Proof of Financial Support Requirements](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ucdenver.edu%2Fservices%2Finternational-student-and-scholar-services%2Fj-1-scholars-dev%2Fpage%2Fproof-of-financial-support-requirements&data=05%7C02%7CALEX.EDEN%40UCDENVER.EDU%7C3dcbbd7a110b4c32e1a308dd4155ad63%7C563337caa517421aaae01aa5b414fd7f%7C0%7C0%7C638738558424788940%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Gxng8AQgEc8o%2FtOBy7%2BZD2Pb3zfuifvO2hU9BzNBMOw%3D&reserved=0) |
|  | Name, title, phone and e-mail for faculty host |  |
|  | Name, title, phone and e-mail for Dean, Department Chair, or Director of Sponsoring Unit |  |
|  | Faculty Sponsor Agreement | [New J-1 Faculty Sponsor Agreement](https://www.ucdenver.edu/docs/librariesprovider190/j-1/new-j-1-faculty-sponsor-agreement01f4e95b-7b9f-4339-8435-db8d7d60f378.doc?sfvrsn=5b595cb4_1) |
|  | Signed letter of invitation for Person of Interest (POI) signed by department contacts | [Letter of Invitation](https://www.ucdenver.edu/docs/librariesprovider190/j-1/letter-of-invitation.doc?sfvrsn=4c475cb4_1) |
|  | Proof of English language proficiency | [English Language Proficiency Policy](https://www.ucdenver.edu/services/international-student-and-scholar-services/j-1-scholars-dev/page/english-language-proficiency) |
|  | Export Control | [Export Control](https://www.ucdenver.edu/services/international-student-and-scholar-services/hrbp-j1-scholars-new/export-control)  [Export Control Questionnaire](https://www.ucdenver.edu/docs/librariesprovider190/j-1/export-control-questionnaireb87038e8302864d9a5bfff0a001ce385.pdf?sfvrsn=77585cb4_1) to help collect information from others |
|  | Complete volunteer requirements | [Volunteer, Trainee and Minor Participants | University of Colorado (cu.edu)](https://www.cu.edu/risk/volunteer-trainee-and-minor-participants) |