

J Scholar Information Request Guide

This guide is intended to assist department administrators in gathering required information from J scholars to enter into International Scholar Dossier (ISD).

Please type your answers to the J-Scholar Information Request Guide. We will not accept handwritten copies.

BIOGRAPHICAL

- 1) Please provide the following information as it appears on your passport:
 - a) Surname/last name(s)
 - b) Given/first name(s)
 - c) Middle name (if applicable)
 - d) Date of birth (Month, Day, Year)
 - e) City of birth
 - f) Country of birth
- 2) What is your country of citizenship?
- 3) What is your country of Legal Permanent Residence (the country where legal permanent resident status has been granted by the federal government of that country)?
- 4) What is your gender (male or female)?
- 5) What is your marital status? (please choose one)
 - a) Single
 - b) Married – spouse does not require J-2
 - c) Married – spouse requires J-2
 - d) Cohabiting partner

ADDRESSES

- 1) What is your mailing address to which the Form DS-2019 should be sent (Please include **zip code**)?
- 2) Who is your emergency contact person? Please provide their name, phone number, and email address (if applicable)
- 3) What is your permanent address (Please include Province and zip code)?
- 4) What is your phone number?
- 5) What is your e-mail address?
- 6) If you are in the U.S., what is your U.S. address?

APPOINTMENT

- 1) What are your desired starting and ending affiliation dates?
- 2) What is your field of study for your research project? Please provide both the 6-digit numerical code and the name of the relevant field. See <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55> for more information (**See** National Center for Educational Statistics to find relevant Classification of Instruction Program).
- 3) Please provide a description of your research in a few (1-3) sentences.

FUNDING

- 1) Who will be funding your visit? Please list all sources.
- 2) What is the **total** amount of funding for the **duration of your program** (ex: 6 months, 1 year, etc.) at UC Berkeley from each source?
- 3) What is the amount of funding **per month** for the duration of your program at UC Berkeley from each source?

POSITION IN HOME COUNTRY

- 1) What was your last position or occupation in **Country of Legal Permanent Residence**? If you were a student, please indicate level of student: “graduate student” or “undergraduate student”.
- 2) What is the employer’s name or institution for above position?
- 3) What is your company email?
- 4) What is your supervisor’s name and email?

PASSPORT AND VISA

PASSPORT:

- 1) What is your passport expiration date?
- 2) What country issued your passport?

VISA:

- 1) Do you have a valid U.S. visa stamp in your passport?
- 2) If so, what is the visa type (F-1, B-2, J-1, etc.) and expiration date?

Passport Admission Stamp / Paper I-94 Card / Electronic I-94 Record: (only required if you are currently in the U.S.)

Please look at your current passport admission stamp, paper I-94 card, or electronic I-94 record and provide the following information:

- 1) U.S. Arrival City
- 2) Any written remarks on back of I-94 card (if you have a paper I-94 card)
- 3) Date of arrival into the U.S.
- 4) I-94 Number (11-digit admission number)
- 5) Immigration status
- 6) Expiration date (if there is one)
- 7) Is the passport admission stamp, paper I-94 card, or electronic I-94 record marked "D/S"?

PRIOR VISA HISTORY

- 1) Are you currently in the U.S.?
- 2) Are you requesting a change of status? (for example, F-1 to J-1 or J-1 to H-1B)
- 3) Are you currently subject to the 2-year (212e) residency requirement?
- 4) **Have you ever been a J-1 exchange visitor or J-2 dependent? If so, how many total months have you been in prior J Status and what were the dates of the J program? (Please attach all previous DS2019 copies)**
- 5) Have you ever received a waiver recommendation of 2-year home country residency requirement?
- 6) Have you ever been in the U.S. in H-1 status? If so, how many total months were you on H-1 Status and what were the dates of the H-1 status?
- 7) If you are outside of the U.S., what is your anticipated date of arrival in the U.S.?
- 8) List any international travel for next 6 months (destination and dates)
- 9) Do you have a petition for U.S. permanent residency (green card) pending?
- 10) Indicate the city and country where the scholar would apply for a visa stamp?

EDUCATION INFORMATION

- 1) Are you currently enrolled in a degree program?
 - a) If yes, what is the degree level, field, institution and anticipated completion date?
- 2) Do you have a medical degree (M.D.)?
- 3) Please list degree, field, institution and date awarded for your highest degree earned.

CURRENT U.S. INSTITUTION (only for scholars currently in the U.S. seeking a transfer or change of status to J-1)

- 1) Will you visit or work at another institution during your appointment at UC Berkeley?
 - a) If yes, please provide: other institution name, contact person, address, phone number and email.
- 2) Are you currently employed or attending school in the U.S.?
- 3) If yes to #2, please provide:
 - a) Employer/Institution name
 - b) Employer/International Advisor name, phone number and email

DEPENDENT(S) – SPECIFIC

If your spouse and/or child(ren) will accompany you in J-2 status, please provide the following details for **each** dependent:

- 1) Surname/last name(s)
- 2) Given/first name(s)
- 3) Gender (male or female)
- 4) Date of birth (Month, Day, Year)
- 5) City of birth
- 6) Country of birth
- 7) Country of citizenship
- 8) Country of Legal Permanent Residence
- 9) Relationship (spouse or child)
- 10) Email address(es)

****Please do not provide information for U.S. citizen dependents****

DEPENDENT(S) – GENERAL

- 1) Is your family currently in the U.S.? If yes, what is their visa status?
- 2) If you are married, will your spouse accompany you in J-2 status?

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- a) If your spouse will travel separately in J-2 status, what is their anticipated date of arrival?
- 3) Will any child(ren) accompany you in J-2 status?
 - a) If your child(ren) will travel separately in J-2 status, what is their anticipated date of arrival?

ATTACH A COPY OF THE FOLLOWING DOCUMENTS:

Please provide all documents in PDF format. Copies must be clear and legible.

- Identity/biographical page of passport showing full name, date of birth, and expiration date
- Identity/biographical page of any J-2 dependents' passport(s) showing full name, date of birth, and expiration date
- Proof of legal permanent residence **only if** legal permanent residence is different from your country of citizenship
- Proof of legal permanent residence for any J-2 dependents **only if** their legal permanent residence is different from their country of citizenship
- Documentation of funding dated within the last six months, currency conversion to U.S. dollars if listed in foreign currency, and full document translation into English if in a different language
- Previous/Current Forms DS-2019 (if you or your family have been in J status in the USA previously)
- If you and your family are currently in the U.S., copies of passport admission stamp / paper I-94 card / electronic I-94 record, visa stamps, Forms I-20 (if applicable), Employment Authorization Documents (if applicable)