



## CHECKLIST FOR DS-2019 REQUEST FOR STUDENTS AND SCHOLARS

In order to obtain a DS-2019 for a student or scholar, you must submit:

- \_\_\_\_\_ DS-2019 Request Form
- \_\_\_\_\_ Financial Documentation (e.g. employment letter, bank statement, sponsor letter)
- \_\_\_\_\_ For Scholar Only: Copy of CV or resume
- \_\_\_\_\_ For Scholar Only: Proof of Ph.D./terminal degree enrollment or completion
- \_\_\_\_\_ \*For Scholar Only: Brief statement from the sponsoring faculty member/department describing the research or teaching to be undertaken, including
  - Name of scholar's immediate supervisor or department mentor
  - Description of scholar's professional obligations
  - Description of facilities and equipment to be provided (e.g. office/lab space, computer, phone, etc.)
- \_\_\_\_\_ \*For Student Only: Letter from host institution describing student's academic program objectives or proposed Academic Training (if applicable)
- \_\_\_\_\_ Copy of pertinent provisions of Exchange Agreement, if applicable
- \_\_\_\_\_ Evidence of English Proficiency (TOEFL of 550 or appropriate national exam)
- \_\_\_\_\_ Signed copy of Medical Insurance Attestation or School/Department Declaration
- \_\_\_\_\_ Copy of passport biographic page  
(If scholar/student is currently in the U.S.) Copy of current DS-2019 and I-94
- \_\_\_\_\_ Copy of dependent's(s') passport biographic page
- \_\_\_\_\_ For Child Dependent: Copy of birth certificate
- \_\_\_\_\_ For Spouse: Copy of marriage certificate

***\* Any change in program objective (e.g. change of major, research objective) must be approved by SUNY Canton before it can become effective.***