



J-1 Submission Checklist

In order to sponsor a J-1 Exchange Visitor, it is the department's responsibility to collect the following items, scan them and upload them in one email to the J1 responsible officer.

- ☐ [J-1 Department Request Form](#)
- ☐ Letter from home university recommending and allowing scholar to be hosted at KSU (if currently employed at a university abroad)
- ☐ Completed PeopleAdmin Hiring Proposal (If scholars will be teaching or paid by KSU)
- ☐ Invitation Letter from KSU hosting department to include the following information
 - Detailed description of Exchange Program
 - Proposed Activities, expectations/outcomes
 - Primary and any other site(s) of activity
 - Dates program will begin and end
 - Source(s) of financial support[Sample template](#)
- ☐ Supporting Documentation to include:
 - Any pre-written agreement/arrangements (if applicable)
 - Proof of financial support – This can be a letter from the department indicating any salary KSU will pay during the course of the exchange visit, or it can be documentation provided by the prospective J-1 EV indicating source and amount of funding. If the scholar is providing the financial documentation, then all documents sent to the department must be in English with funding amounts in U.S. Dollars.
 - Evidence of English Language proficiency. Must be one of the following: TOEFL/IELTS/PTE score report Documentation from home institution/English language institute certifying proficiency ([template](#))
 - Documentation of personal interview to determine English proficiency ([template](#))
- ☐ [J-1 Exchange Visitor Profile](#) (visiting scholar will complete)
- ☐ Copy of CV/Resume
- ☐ Copy of highest degree and transcripts (translated into English)
- ☐ Passport ID page (as well as dependents)
- ☐ Marriage License if accompanied by spouse



- ☐ Copies of all previous immigration documents, visas and stamps
 - Previous DS-2019 forms
 - Previous forms related to other status (H1b, B1, L, O, permanent resident, etc.)
- ☐ [Insurance Form](#) (visiting scholar will complete)

Please scan and email the above listed documents in a single email to:

1. **Michele Miller (mmiller@kennesaw.edu) Education Abroad Office**
2. **Alicia Stignani (astignan@kennesaw.edu) Human Resources (if paid by KSU)**
3. **Leesa Hay (lhay@kennesaw.edu) Academic Affairs Office (if teaching)**

For scholars who will be paid by Kennesaw State University please send a copy of originals to Human Resources at Mail Drop 9120. These documents will allow HR to determine if the individual qualifies for J-1 sponsorship and, if so then Academic Affairs can issue the official KSU offer letter.

For scholars who will be teaching pursuant to federal regulations, the DS-2019 J-1 immigration document **CANNOT** be issued until the Provost has signed and issued an official offer to the Exchange Visitor.