



Penn Global
International Student and Scholar Services

J-1 SPONSORSHIP CHECKLIST OF REQUIRED DOCUMENTS

DOCUMENTATION REQUIREMENTS

- ☐ Any and all documents not in English must be accompanied by an English translation
- ☐ Any and all letters from the University of Pennsylvania and/or an outside organization providing funding must be placed on letterhead and signed by their authorized representatives
- ☐ Personal funding needs to include either of the following:
 - Currently dated bank statement on letterhead noting the applicant's name and financial holdings and must be in a liquid form such as a checking or savings account; investment statements or credit cards will not be accepted; **OR**
 - Letter from home employer confirming:
 - continuing salary amount
 - dates of coverage while at Penn

Foreign currency must be accompanied by a [currency converter](#) printout reflecting US dollars

REQUIRED LEVELS OF FUNDING

Visiting Scholars, Visiting Students, etc.

- ☐ J-1 Exchange Visitor: a minimum of \$34,068 per year (\$2,839/month)
- ☐ J-2 Dependents:
 - Spouse: \$6,000/year (\$500/month)
 - Each child \$4,000/year (\$334/month)

Post Doctoral Fellows

Refer to the Penn Office of [Postdoctoral Affairs website](#)

PERELMAN SCHOOL OF MEDICINE APPLICATIONS

In addition to the documents listed in the following sections, J-1 applications from SOM departments must also include:

- ☐ If applicant is a medical doctor: [Special Documentation for Physicians](#)
- ☐ If position is *Visiting Scholar*, Visiting Student, Visiting Faculty refer to School of Medicine *Visiting Scholar Policy* [here](#)

SCHOOL OF VETERINARY MEDICINE APPLICATIONS

In addition to the documents listed in the following sections, J-1 applications from Vet School departments must also include:

- ☐ [J-1 Vet School Sign Off Form](#)

PROSPECTIVE J-1 SCHOLARS NOT CURRENTLY UNDER PENN SPONSORSHIP

- ☐ Copy of passport biographic page
- ☐ Contract/letter of offer from host department
- ☐ Department Confirmation Form (*available at time of application submission*)
- ☐ CV, in English (*must include all activities and degrees conferred, including degree major*)
- ☐ English Language Proficiency (*see J-1 [English Language Proficiency Requirements](#) for a list of acceptable documents*)
- ☐ If not paid by Penn, funding support letter from non-university organization(s) and/or evidence of personal funds in the form of a checking and/or savings account. If not already indicated in US dollars, a currency conversion sheet must be provided.
- ☐ Copy of Diploma evidencing highest degree, with English translation if necessary (*If degree is not yet conferred or diploma has not yet been issued, provide a letter from the home university registrar confirming the date of anticipated graduation and confirmation all degree requirements have been met*)
- ☐ *Only required for School of Arts & Sciences appointments: Dean's Approval Letter*

EXTENSION REQUESTS FOR J-1 EXCHANGE VISITORS CURRENTLY UNDER PENN SPONSORSHIP

- ☐ Copy of passport biographic page, if renewed since prior J-1 application
- ☐ Contract/letter of offer from host department
- ☐ Department Confirmation Form (*available at time of application submission*)
- ☐ Updated CV, in English (*must include all activities and degrees conferred, including degree major*)
- ☐ If not paid by Penn, funding support letter from non-university organization(s) and/or evidence of personal funds
- ☐ Copy of most recently issued Form I-94 (Arrival/Departure Record) www.cbp.gov/I-94
- ☐ *Only required for School of Arts & Sciences appointments: Dean's Approval Letter*

J-2 DEPENDENTS (SPOUSES AND UNMARRIED CHILDREN UNDER THE AGE OF 21 WHO WILL BE ACCOMPANYING THE J-1 WHILE IN THE US)

- ☐ Copy of each dependent's passport biographic page
- ☐ Copy of marriage certificate for spouse with English translation
- ☐ Copy of birth certificate of each child with English translation
- ☐ Additional proof of funding as needed (*see Required Levels of Funding above*)

As a Department of State designated sponsor of the J-1 Exchange Visitor Program, Alternate Responsible Officers (AROs) at ISSS have the responsibility and authorization to clarify and/or request additional information if they feel the submitted documentation or information is deficient or otherwise incomplete. It is the responsibility of the hiring department and scholar to submit the requested documents before ISSS will issue Form(s) DS-2019.