



Please use this checklist to ensure all required documents are submitted for each request. *These documents must be submitted to the International Services Office along with the J-1 Scholar Application Form by the hosting department.* The ISO will not be able to process the DS-2019 if any of the required documents are missing from the submission. If you have any questions, please email internationalservices@tcu.edu.

Documents Required from the Department

- J-1 Scholar Application Form
- TCU Invitation or Appointment Letter
- Proof of English Proficiency

Documents Required from the Scholar

- Completed Scholar Visa Request Form
- Copy of Scholar's biographical page of passport
- Proof of financial documentation
 - *If the scholar is receiving funding from TCU, the exact amount should be noted in the invitation/appointment letter.

Optional Documents

- Dependent Information Sheet
- Copy of dependent(s) biographical page of passport(s)