

J-1 SCHOLAR ATTACHMENTS FOR DEPARTMENTS

Departments must attach the following documents in SRS for J-1 scholar appointments

Standard Initial J-1 Request

- Certification of English Language Proficiency, including appropriate supplemental documentation. ***Departments are required to submit this WITH the SRS Ticket**
- UCSF Offer Letter **(check with your HR Generalist for the updated offer letter template)**
- Financial Support Documentation
- Curriculum Vitae
- No Patient Contact Letter (if scholar holds MD, DDS or equivalent)
- If applicable, Department to Department Transfer letter (if transferring between UCSF departments)

Extension J-1 Request

- UCSF Offer Letter **(check with your HR Generalist for the updated offer letter template)**
- Financial Support Documentation, if paid by an institution other than UCSF

Transfer in J-1 Request

- Standard Initial J-1 Request Documents
- COMPLETED ISSO [Transfer-in form](#)

Change of Status from F-1 OPT to J-1

- Standard Initial J-1 Request Documents
- EAD Card
- I-20 form