

# Necessary Forms: J-1 Application

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You will be asked to submit a copy of the following documents and forms using Cystart's built-in document upload capabilities. Please note that all documents in a foreign language must also include an English translation.

## The international applicant or host department will need to upload:

- Passport Demographic Page
- Passport Demographic Page for each Dependent
- Marriage and/or birth certificates, with English translations, for all dependents
- Financial support documentation (If personal funds will be used to support the exchange visitor's stay, a personal bank statement can be provided to show proof of the availability of funds).
- Documentation of English proficiency from applicant: \*
  - Recognized English language test
  - Signed documentation from an academic institution (not ISU)
  - Signed document from an English language school
  - Degree from an institution where the language of instruction is English

## The department will need to upload:

- ISU Letter of Intent (If the scholar **will** be paid on the ISU payroll)
- Other financial support documentation offered by department
- Participation Agreement (If the scholar will **not** be paid on the ISU payroll. This form can be found on the Office of the Senior Vice President and Provost website at <http://www.provost.iastate.edu/academic-programs/visiting-scholars> and is to be submitted to the Provost's office, 1550 Beardshear hall)

## The department will need to complete and send to the Office for Research Integrity:

- Export Control Worksheet. This is found on the Office for Responsible Research website at <http://www.compliance.iastate.edu/control.html>

## The department will need to retain a copy in their records of the following:

- Documentation of English proficiency from department
  - Documented interview conducted by the host department, either in person or by videoconferencing, or by telephone if videoconferencing is not a viable option

*\* If English is the applicant's native language or an oral interview is conducted by the department, the applicant will choose from a drop-down menu, but not upload any document.*