



International Scholar Application Checklist

Please read carefully the checklist below and submit all necessary documents with Form B. Your application cannot be processed without these documents. Form B and all documents must be submitted to the Boston University department hosting you. This is a preliminary list. You may be required to submit further documentation after we review your application.

All Statuses (Visa Types)

- 1. Form B completed and signed.
- 2. Current resume or curriculum vitae.
- 3. Passport: copy of data page(s) including passport expiration date, plus any U.S. visa stamps.
- 4. If currently in the U.S., or if you left the U.S. less than one year prior to the proposed start date of this appointment, provide the following. If you are/were in visitor status (B-1/B-2, WB, WT), copies of your passport, visa and I-94 card will suffice.
 - Copy of all Forms DS-2019 or IAP-66, if in J-1 status.
 - Copy of all H-1B Approval Notices, if in H-1B status.
 - Copy of all Forms I-20, if in F-1 status.
 - Copy of I-94 Departure Record (small white card stapled in passport), front and back, if currently in the U.S.
 - Copy of all Employment Authorization Documents (cards), if any.
 - Copy of your three most recent pay stubs if you are currently in the U.S. in H-1B, O-1 or TN status.
 - Copy of approval of waiver of J-1/J-2 two-year home residence requirement (212e), if applicable, or copy of application receipt if you have applied for a waiver but it has not yet been approved.

J-1 ONLY

- 5. Financial documents as described under "Financial Support" on page two of Form B, **if seeking J-1 status**. Please refer to the [J Exchange Visitor Overview](#) for minimum funding requirements. Documents must be translated into English and converted to U.S. currency.

H-1B, O-1 and TN ONLY

- 6. Copy of diplomas from all college/university degrees, **if BU will apply for H-1B, O-1 or TN status** for you.
- 7. Copy of transcripts from additional coursework, **if BU will apply for H-1B, O-1 or TN status** for you and **if the courses taken are related to the position**.
- 8. If required for the position, copy of licenses or certificates showing professional qualifications (i.e., medical or dental license).

DEPENDENTS (Spouse and/or children under the age of 21) – ALL STATUSES

- 9. Copy of all family members' passports, I-94 cards and all other immigration related documents **if they are currently in the U.S.** with you, or **if they will accompany you to the U.S.**
- 10. If your dependents are in the U.S. and will need to extend or change their status, please include the following (not required for dependents in J-2 status):
 - [Form I-539: Application to Change/Extend Nonimmigrant Status, completed by dependents](#)
 - Filing fee of \$300 (check payable to "Department of Homeland Security")
 - Copies of all immigration documents for each dependent as well as copies of birth/marriage certificates demonstrating relationship to you.

COPIES: Photocopies (except financial documents) may be submitted if the original is available for comparison by U.S. Citizenship and Immigration Services or a U.S. consular officer should this be requested at a later date. All photocopies should be on **8½" x 11" paper, one-sided** only. **Please do not staple pages together.**

OFFICIAL TRANSLATIONS: Documents that are not in English must be translated by someone other than the applicant or the applicant's immediate family who is competent in both English and the language of the documents. The translation must be signed and certified with the following statement: "*I, (name), hereby certify that I am competent to translate from the (name the language) language into English and that the attached is a true and accurate translation of the original document.*"