



## 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.

**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.*"

**COPIES: Original** J-1 financial support documentation is required. For all other documents, photocopies 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.

### All Statuses (Visa Types)

- 1. Form B completed and signed.
- 2. Current resume or curriculum vitae (CV).
- 3. Passport – copy of data page(s) including passport expiration date.
- 4. If you are currently in the U.S., or if you were ever previously in the U.S. in a sponsored immigration status (including F, J, H, O, TN, E, etc.) provide the following documentation, as applicable:
  - Copy of I-94 Departure Record (small white card stapled in passport), front and back, if currently in the U.S.
  - Copy of current and all past U.S. visa stamps.
  - Copy of all Forms DS-2019 or IAP-66 for J status
  - Copy of all USCIS Approval Notices (for H, TN, O, E or other status)
  - Copy of all Forms I-20 for F status
  - Copy of all Employment Authorization Documents (cards), if any.
  - Copy of any documentation related to a request for a waiver of the J-1/J-2 Two Year Home Residence Requirement, including: Form I-612 Approval of Waiver from USCIS, US Department of State Recommendation, US Department of State Advisory Opinion, or any related receipts or alternate documentation

### For scholars seeking J-1 Status:

- 5. Financial documents as described under "Financial Support" on page two of Form B. Please refer to the current year's [minimum funding requirements](#). Documents must be in English and converted to U.S. currency.

### For employees seeking H-1B, O-1 or TN Status:

- 6. Copy of **diplomas from all college/university degrees** if BU will apply for H-1B, O-1 or TN status for you.
  - Copies of **official academic transcripts** may also be required to document additional coursework related to the position or if the diploma does not specify the major field of study.
  - A **translation** will be required if the diplomas or transcripts are not in English.
  - An **academic credential evaluation** from a reputable agency if your college/university degree(s) were earned at an institution of higher education outside of the U.S.
- 9. If required for job, copy of **licenses or certificates** showing professional qualifications (i.e., medical or dental license).
- 10. Copy of your **three most recent pay stubs** if you are currently in the U.S. in H-1B, O-1 or TN status.

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

- 11. 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.
- 12. 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 applying for or extending J-2 status.)
  - Form I-539: [Application to Change/Extend Nonimmigrant Status](#), completed by dependents
  - Filing fee of \$290 (check payable to "Department of Homeland Security").
  - Copy of birth/marriage certificates demonstrating relationship to you.