



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 UW-Superior department hosting you. This is a preliminary list. You may be required to submit further documentation after we review your application.

- 1. Form B completed
- 2. Current resume or curriculum vitae
- 3. Passport: copy of date page (s) including passport expiration date, plus any US visa stamps.
- 4. If currently in the US, or if you left the US less than one year prior to the propose start date of this appointment, provide the following:
 - 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 US.
 - Copy of all Employment Authorization Documents (cards), if any.
 - Copy of your three most recent pay stubs if you are currently in the US 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.
- 5. Copy of all family members' passports, I-94 cards and all other immigration related documents if they are currently in the US with you, or if they will accompany you to the US.
- 6. 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 a minimum funding requirements.
- 7. Copy of diplomas from all college/university degrees, if UW-Superior will apply for H-1B, O-1, or TN status
- 8. Copy of transcripts from additional coursework, if UW-Superior will apply for H-1B, O-1 or TN status for you and if the courses taken are related to the position.
- 9. If required for the position, copy of licenses or certificates showing professional qualifications.
- 10. If your dependents will need to change status in the US (or, if currently H-4, extended status), please include the following:
 - Form I-539: Application to Change/Extend Nonimmigrant Status, completed by dependents
 - Filing fee of \$185 (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 of documents (except financial documents) may be submitted if the original is available for comparison by the US Citizenship and Immigration Services or a US consular officer should this be requested at a later date. All photocopies should be 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 true and accurate translation of the original document."



Form B

Scholar Information

To be completed by the scholar/employee

A. Name			
Family Name:		First Name:	Middle Name(s), if any:
B. Permanent Address (home country or country of legal permanent res.) Current Mailing Address (if different from permanent address)			
Address:		Address:	
Street:		Street:	
City:	State/Province	City:	State/Province
Country:	Postal Code:	Country:	Postal Code:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
		Address valid until (mm/dd/yyyy)	
C. General Information			
Date of Birth (mm/dd/yyyy)	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married	US Social Security Number, if applicable
City of Birth:		Country of Birth:	
Country of Citizenship:		Country of Legal Permanent Residence:	
D. Education			
Highest Degree Earned or US Equivalent: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input type="checkbox"/> M.D. <input type="checkbox"/> Other _____		Do you plan to take classes at UW-Superior? <input type="checkbox"/> No <input type="checkbox"/> Yes- please explain on separate page	
Please list all professionals' licenses and certificates that you hold. Use separate page if necessary. Attach copies if required by position: _____ _____			
E. Current Employment			
Please give the title and a brief description of the most recent (or current) position held in <u>your home country or country of legal permanent res.</u>			
Please choose the category that best describes the employer of the above position: <input type="checkbox"/> Government <input type="checkbox"/> Academic Community <input type="checkbox"/> Private Sector <input type="checkbox"/> The Arts or Sports <input type="checkbox"/> Labor Union or Organization <input type="checkbox"/> Communications/Media <input type="checkbox"/> Military			

Please Continue on Page 2

Scholar's Name: _____

H. Family Information				
Your spouse and your children (under the age of 21) are eligible to apply for dependent visas to accompany you to the US or follow to join you at later time.				
Do you have any dependents (as defined above)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. How many? _____		
Do you have any dependents currently in the US?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. In what Status? _____		
Will your family travel with you to the US?	<input type="checkbox"/> No	<input type="checkbox"/> Yes.		
Will your family travel to the US separately?	<input type="checkbox"/> No	<input type="checkbox"/> Yes. When? _____		
	Dependent 1	Dependent 2	Dependent 3	Dependent 4
Family Name				
First Name(s)				
Date of Birth				
City of Birth				
Country of Birth				
Country of Citizenship				
Country of Permanent Residence				
Relationship to you*				
* Please write "Wife", "Husband", "Son", or "Daughter" if completing by hand or typewriter. If you have more than four dependents, list them on additional sheet.				

Financial Support

The following must be completed only by those scholars seeking J Exchange Visitor status (visa). The Exchange Visitor Program regulations require that all J-1 scholars and their dependents, if applicable, demonstrate full funding for the duration of their program. Please refer to the most recent Estimate of Expenses for J-1 Exchange Visitors for specific funding requirements.

If you are not receiving full funding from UW-Superior, you must submit original financial documentation and/or letter(s) of support demonstrating sufficient financial support for the duration of your academic appointment. All documents must be written in English and in US currency. If you will be accompanied by dependents (i.e. children under the age of 21 and /or spouse) proof of additional funding must be also submitted.

I. Source of Financial Support * (for duration of appointment)	
UW-Superior salary (if any):	US \$
US Government Agency:	US \$
International Organization (s):	US \$
The exchange visitor's government:	US \$
The bi-national commission of the visitor's country?	US \$
All other organizations providing support (please specify):	US \$
Personal Funds:	US \$
Total Funding:	US \$ 0

Certification

I have completed this form accurately to the best of my knowledge. I will submit all requested supporting documentation listed on the international Scholar Application Checklist. All photocopies submitted are true and accurate copies of the originals if asked.

Signature of Scholar	Print Name	Date (mm/dd/yyyy)