

TLS VISITING SCHOLAR CHECKLIST

Application Documentation:

1. Cover letter addressed to the Department Head indicating proposed Department-related activities to be undertaken while a Visiting Scholar (e.g., research) and proposed duration. Name of TLS faculty member you will work with.
2. A 500-word statement by the candidate relating the significance of planned research and/or scholarly activities and contribution to the department.
3. Curriculum vitae summarizing academic/professional history and research experience.
4. Two professional letters of recommendation less than a year old.
5. TLS Faculty letter of support.
6. J-1 English Language Proficiency
7. Completed visiting scholar application.

Processing Time:

The standard processing time for a DS-2019 Form is 2-3 weeks provided the request form is filled out completely and the required documentation is submitted. Please be specific with dates and duties/activities.

A fee of \$328.50 will be charged for new requests. A U.S. money order or cashier's check is required (made out to University of Arizona). Once the DS-2019 is processed, the fees are non-refundable

Required Documentation:

1. DS-2019 Request Form
2. Copy of Scholar's and Dependents' (all, if any) Passports (Biographical page only)
3. Signed copy of Invitation Letter
4. Proof of Funding (must be in English and \$US, NO exceptions)
5. U.S. money order or cashier's check

Financial Documentation:

Visiting Scholars must provide their own funding (either through grants, sabbatical salaries, Fulbright awards, or personal funds). The University of Arizona requires Visiting Scholars to have verifiable funding of at least US \$1,772 per month for individual expenses; \$620 per month for each dependent.

- The document must be written in English or have been translated in English.
- The document must specify the total amount
- The amount must be in U.S. currency and converted into U.S. currency, <http://www.xe.com>

Health Insurance Requirement:

All J-1 Exchange Visitors must prove health insurance coverage upon arrival at the University of Arizona. Visiting Scholars will not be able to begin their affiliation here until they show evidence of having purchased the appropriate insurance coverage.

All Exchange Visitors (both J-1 principals and J-2 dependents) are required to have sickness, accident, medical evacuation, **and** repatriation insurance in effect for the entire duration of their EV status. A willful failure to carry insurance is considered to be a violation of the EVP regulations.

US DEPARTMENT OF STATE REQUIREMENTS

62.14 - Insurance

- medical benefits of at least \$50,000 per accident or illness
- a co-payment not greater than 25% of the covered benefits per accident or illness
- a deductible not to exceed \$500 per accident or illness
- a waiting period for pre-existing conditions that is reasonable by current industry standards
- coverage for activities inherent to the exchange program (i.e., flight training for an aviation school)
- repatriation of remains in an amount of \$7,500
- expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000

If you do not have health insurance in effect by the start of your J1 Program, you will be required to purchase an acceptable plan, for example The University of Arizona endorsed Student Health Insurance Plan before your J-1 program will be validated in SEVIS. Information can be obtained at the following website. www.health.arizona.edu; select "Fees & Insurance" then click on "Post-Doctoral Fellows, J1 Visiting Scholars and J1 Student Interns". Contact Information: The University of Arizona Campus Health Insurance Office 520-621-5002 or chs-insurance@distribution.arizona.edu