

Documents Checklist for Forms A/B

Paper Forms A and B are used for new J-1 sponsorship requests for individuals who have previously visited MIT, for current scholars who are already at MIT in another visa status, and for those which cannot be submitted through EISD.

The following documents are required in order for the ISchO to begin screening the visa sponsorship request:

- Form A (completed by DLC)
- Form B (completed by scholar, includes Statement of Compliance)
- Scholar's passport biographical page(s)
- Scholar's CV
- English Language Proficiency Form
- Proof of funding, if funding source is not MIT
- Proof of legal permanent residence (if different from country of citizenship)
- Copies of current or previous visa documents:
 - If the scholar is currently in the U.S., copies of ALL current visa documents.
 - If the scholar was ever in the U.S. in J visa status, copies of all previous J-1 or J-2 visa documents (Forms DS-2019 and visa stamps)
 - If the scholar was in the U.S. in any other status besides tourist during the past 6 years, copies of ALL previous visa documents, such as B-1 visa, Form I-20 (for F-1); work authorization card (EAD); or H-1B, TN, or O-1 approval notice.
- Spouse and child(ren)'s passport biographical page(s) (if J-2 dependents are requested)
- Spouse and child(ren)'s proof of legal permanent residence (if different from country of citizenship)

The minimum processing time to issue a new Form DS-2019 is 30 days from the date all required information is received. **Initial Forms DS-2019 will not be issued with a start date less than 75 days from the date all required information is received.** Please plan accordingly.

Hard copies of all required documents may be delivered or mailed to the ISchO in E18-209. The ISchO does not accept emailed requests.