



INTERNATIONAL AFFAIRS

TEXAS TECH
Office of the Provost

J-1 Scholars Program Application and Documentation Process

Step 1: Application

Host completes DS-2019 APPLICATION and submits the PDF file to TTU J program Responsible Officer/Alternate Responsible Officer (RO/ARO) for review, along with the following documents:

- EV's passport bio page and CV
- All the dependents' passport bio page and the spouse's CV if applicable
- Host departments' job offer/invitation letter
- English proficiency proof document
- Financial proof documents (if not paid by TTU)
- The proof document of volunteer position authorization through HR if not paid by TTU

(HR contact for a volunteer position: hr.volunteerworkers@ttu.edu)

Website: [OP 70.21: Volunteer Workers | Operating Policies & Procedures | TTU](#)

- EV's previous DS-2019s if applicable
- OESC Foreign National /Visitor Export Control Questionnaire (required by OESC)

It's highly recommended that the host send the draft application form for the first review before it is sent to the department chair for signature.

Step 2: Screening Process and Creation of Form DS-2019

When ISSS receives all the required and completed documentation, the J-1 program RO/ARO in ISSS will initiate the screening request through the Export Control Office (EC) . Once ISSS receives the EV's cleared screening result, RO/ARO will request DS-2019 for J-1 scholar in the system.

Step 3: Documents Delivery to J-1 Scholar

After RO/ARO signs the DS-2019, the electronic DS-2019 will be sent to J-1 scholar along with some other required documents. Meanwhile, the host will receive general reminders from ISSS in preparation of their J-1 scholar's arrival.

Step 4: Preparation for visa interview, Insurance Purchase, and accommodation

Upon receipt of the documentation, the J-1 scholar will sign the hard copy of the DS-2019 before presenting it to the official at the US consular office for their visa interview.

J-1 scholars must have health insurance for the whole period of their program that meets (or preferably exceeds) US State Department minimums for J-1 status. The insurance will either be covered through TTU benefits or be purchased by J-1 scholars themselves. The relevant document will be sent with DS-2019 as part of the accompanying documents.

J-1 scholar needs to arrange temporary or long-term housing before the arrival date based on the trusted resources offered by ISSS office, the host, lab fellows, or their personal friends.

Step 5: Preparation for EV's arrival

J-1 scholar should inform the host and ISSS of their estimated arrival date once their visa is approved. The host needs to arrange airport pick-up and ISSS needs to send J-1 scholar the check-in information as guidance.

J-1 scholar should always schedule their check-in with ISSS first before they can start their program in the host department.

In-person check-in is not required for J-1's dependents. However, the J-1 scholar needs to bring the required documents for all the J-2s for their check-in.

For inquiries, please contact:

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