If you are requesting an amendment of a J-1 visa status of an Exchange Visitor currently in the U.S., the hosting department must submit a complete amendment packet to the OIS at least 30 days prior to the intended effective amendment change of the DS-2019. If the Exchange Visitor has received Department of State approval for a waiver of the two-year home residency requirement, s/he should contact OIS with questions.

Kindly submit the complete J-1 Exchange Visitor application request packet with all the required forms and supporting documents either electronically (one large pdf) in one email to international@uthscsa.edu or in hard copies to the OIS in person or via campus mail. Please do not send the documents piecemeal. Due to the vast volume of paperwork that we handle, we strongly prefer that you submit all paperwork as a complete package.

**ITEMS NEEDED FROM THE SPONSORING DEPARTMENT**
- [ ] J-1 Exchange Visitor Amendment Questionnaire*
- [ ] Amendment Request Letter signed by Faculty Sponsor*

**ITEMS NEEDED FROM THE INTERNATIONAL VISITOR**
- [ ] Proof of required insurance for J-1 exchange visitor and any J-2 dependents for the duration of the extension that meets the Department of State minimum requirements, including coverage for health, emergency evacuation, and repatriation of remains.
- [ ] Financial Support Documentation (if funding source from department is changing and additional funding is required to meet the minimum requirements) The U.S. Department of State requires the Health Science Center to obtain documents showing the visitor’s ability to support his/herself and any accompanying J-2 dependents in the U.S. The Health Science Center requires that the visitor demonstrate at least $26,000 per year (or $2,167 per month) in financial support. An additional $4,675 per year (or $390 per month) is required for each dependent on a J-2 visa. All financial documents must be in English or officially translated into English. Documents must be dated within the last 3 months. Salary statements and/or tax documents are not acceptable.

Acceptable financial support documents are:
- [ ] Official bank statement printed on the bank’s letterhead including the date of issuance, account holder’s name, and current balance. If the bank statement is not under the applicant’s name, please submit an additional signed, dated letter from the person who will be financially supporting the visitor stating relationship to the visitor, amount of financial support, and duration of support.
- [ ] Official award/institutional or employer support letter on letterhead from another source such as a scholarship, grant, etc... showing specific amount of funding and length of support
- [ ] Copy of most recent I-94 Arrival Record (can be downloaded at [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/)) or if last arrival to the U.S. was prior to April 2013 then a copy of the front and back of I-94 card (if in U.S.)
- [ ] Copy of visitor’s most recent visa stamp (only if a new visa stamp obtained since the visitor’s initial arrival)
- [ ] Copies of passport page(s) showing expiration date and biographic information (only if new passport obtained)

*These forms may be found on the OIS website ([www.uthscsa.edu/ois](http://www.uthscsa.edu/ois)) under the J-1 Exchange Visitors tab.