



## Part IV. Exchange Visitor Document Checklist

Please gather all documents below and submit electronically to your hosting department at Clemson University.

### REQUIRED FOR ALL EXCHANGE VISITORS:

[Due Diligence Form](#)

[Home Institution Certification Form](#) or equivalent letter confirming internship requirements

Copy of résumé

Copy of any post-secondary degrees (include English translation, if needed)

Copy of biographical page of passport

Certified financial document (translated proof of funding, if funded by sponsor other than Clemson)

Documentation of [English language proficiency](#)

### REQUIRED FOR EXCHANGE VISITORS WITH ACCOMPANYING DEPENDENTS (Spouse and/or unmarried children under the age of 21):

Number of dependents accompanying EV: \_\_\_\_\_

Copy of biographical page of passport for dependent(s)

Copy of proof of relationship for dependent(s): (translated marriage or birth certificate)

### REQUIRED IF EXCHANGE VISITOR IS CURRENTLY WITHIN THE U.S.:

Most recent [I-94](#)

Copy of J visa

Copies of DS-2019s from previous U.S. institution(s)

Invitation letter from previous U.S. institution(s)

[IS-270 Transfer-In Form](#) (If transferring J-1 SEVIS record)

### REQUIRED IF EXCHANGE VISITOR HAS PREVIOUSLY TRAVELED TO THE U.S.:

Please provide details below explaining your previous time(s) spent inside the U.S. within the past 3 years. Please provide any documentation ([Travel History](#), visa, previous I-20/DS-2019, etc.) verifying the information below.

VISA TYPE	DATES WITHIN THE U.S.	PURPOSE OF TRAVEL

## Part V. Statement and Attestation

By signing below, you are confirming that the above information is correct and that all supporting documents that are submitted are true photocopies of unaltered original documents. These original documents may be requested by a consular official during a visa interview. Please note that health insurance is also required for you and any J-2 dependents throughout the entire duration of your program. Insurance guidelines can be found [here](#).

Exchange Visitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_