The DS-2019 form is a required document a prospective scholar must present at a U.S. Consulate or Embassy when applying for a J-1 visa. Sponsoring departments are required to complete/gather all documents listed below and submit them to IAGS for review. If all information and documentation is complete and scholar meets eligibility criteria, a DS-2019 will be issued within 3 business days.

Departments complete the following:

- DS-2019 Request Form
- Original invitation letter on official letterhead
  - Must include position offer, scholar’s program objectives, brief explanation of duties/research, program length (start and end date), and salary/benefits (if any)

Departments collect the following from scholars:

- Copy of passport (picture and expiration pages) for scholar and dependents
- Copies of all prior DS-2019 or IAP-66 forms (if applicable)
- Completed Certificate of Finances for Exchange Visitors Form
- Supporting financial documents (if not funded or not entirely funded by UCF).
  - See Certificate of Finances Form for acceptable documents and required funding amount.

If scholar is currently in the U.S. and transferring J-1 SEVIS record from another institution:

- Copy of I-94 card (front and back)
- Copy of visa
- Copy of Transfer Clearance Form