

J-1 Scholar Applicant Request Checklist

Review this checklist to ensure you have everything that you'll need for your J-1 Scholar request. You will receive an email from ois-info@umaryland.edu when your department has granted you access to submit your forms in our Sunapsis system.

Required for all Prospective J-1 Scholars

- Passport photo ID page
- CV or Resume
- If applicable, documentation of previous visits to the U.S. in J status
- Proof of meeting English Language Proficiency standard
- Proof of meeting minimum funding requirement

Previous Visits to U.S.

If you are currently in the U.S., or have previously visited the U.S. in J-1 status, you will need to upload:

If you are currently in the U.S.

- Copy of your current I-94 document

If you are currently in J-1 Status

- Copy of your current DS-2019
- If applicable, transfer form from current J-1 institution

If you previous visited the U.S. in J-1 or J-2 status

- Copy of all DS-2019s issued to you
- Copy of your J-1 visa stamp(s)

English Language Proficiency Requirement

OIS is required to collect evidence that J-1 exchange visitors have sufficient English language proficiency to fully participate in their proposed activities. Scholars may demonstrate proficiency based on country of citizenship, education, standardized test scores, or through an interview with the Maryland English Institute.

Citizenship Exemption

Scholars are exempt if they are citizens of one of the following English-speaking countries:

Required documentation: Copy of passport

Anguilla	Eswatini	Nigeria
Antigua	Gambia	Sierra Leone
Australia	Ghana	Singapore
Bahamas	Grand Turks and Caicos	South Africa (English-speaking, i.e. not Afrikaans)
Barbados	Islands	St. Kitts-Nevis
Belize	Grenada	St. Lucia
Bermuda	Guyana	St. Vincent
Botswana	Ireland	Tanzania
British Virgin Islands	Jamaica	Trinidad and Tobago
Canada (English-speaking, i.e. not Quebec)	Kenya	Uganda
Cayman Islands	Lesotho	United Kingdom
Dominica	Liberia	Zambia
	Montserrat	Zimbabwe
	Namibia	
	New Zealand	

Education-Based Exemptions

Degree Earned in the U.S. or an Eligible English-Speaking Country

Scholars who have completed a degree at an accredited institution in the United States or in one of the countries listed above qualify for this exemption.

Required documentation: Copy of Diploma

Degree Earned in a Program Where English Is the Primary Language of Instruction

This applies even if the degree was earned in a country not listed above. The institution must confirm that English is the primary language of instruction for the school or the specific program.

Required documentation: Document from school's registration office that confirms your degree was conferred **AND** that English is the primary language of instruction of either the school or the program of study.

Currently Enrolled in a Program Taught in English

Scholars currently enrolled in an English-medium degree program may qualify with documentation from their home institution.

Required documentation: Letter on letterhead from academic institution where scholar is enrolled that:

- Describes the writer’s familiarity with the exchange visitor’s English language ability,
- Attests that English is the primary language of instruction of the school or program of study, **AND**
- Provides supporting documentation about the school that demonstrates recognition of its degrees and its authority to operate under the education laws of the country where it is located.
 - Review the [sample letter](#).

Standardized English Language Test Scores

Scholars who do not meet any exemption above may demonstrate proficiency through one of the following tests. Scores must meet the minimum requirement and be no more than two years old.

- [Duolingo English Test](#) - minimum score of 115 [please make your score available to University of Maryland, Baltimore – Graduate]
- [TOEFL iBT](#) - minimum of 80
- TOEFL PBT - minimum of 550
- [IELTS](#) - minimum of 7.0 total bandwidth

Required documentation: Score report from one of the above tests demonstrating achievement of at least the minimum score for that test **AND** demonstrates that test was taken within the past two years.

Maryland English Institute Proficiency Interview

Attend an online video interview with the Maryland English Institute. There is a cost of \$100, and the evaluation report will be emailed directly to our office for review. [Schedule an interview](#) with the Maryland English Institute (select UMD Baltimore).

Required documentation: Upload a copy of your MEI appointment confirmation on the e-form.

Funding Requirement

We are required to verify that all scholars demonstrate sufficient funding to support themselves, and if applicable their families, while living in the United States. The below amounts are subject to change.



- For the J-1 principal, \$37,200/year – or - \$3,100/month
- *If you plan to bring your spouse in J-2 status, you will need to demonstrate an additional \$12,600/year – or - \$1,050/month*
- *If you plan to bring one or more children under age 21 in J-2 status, you will need to demonstrate an additional \$8,100/year per child – or - \$675/month per child*

If you are not going to receive a salary from UMB or your UMB salary is insufficient to cover the estimated living expenses for you and your family, you will need to upload funding documentation.

Funding Documentation may include:

- A letter of sponsorship from your government, employer, scholarship organization, etc. on their letterhead, **and/or**
- A bank statement, translated into English, which clearly identifies the currency and the current balance of the bank account.

[Dependent Information](#)

A Dependent is a spouse or unmarried child under the age of 21 who is in the U.S. with a family member in a primary status. You will need to complete a “Request DS-2019 for Spouse or Child” e-form for each dependent for whom you wish to obtain a J-2 DS-2019.

Required Upload:

- Passport photo ID page of dependent
 - If a child’s passport is not yet available, we will accept a copy of the birth certificate with English translation to ensure that we accurately issue the J-2 DS-2019 with legal name and date of birth.