



# International Services Office

## ISO J-1 SCHOLAR REQUEST: DOCUMENT CHECKLIST

Please use this checklist to ensure all required documents are submitted for each request. The ISO will not be able to process the DS-2019 if any of the required documents are missing from the submission. If you have any questions, please email [iso@gwu.edu](mailto:iso@gwu.edu).

### 1. Documents Required from the Department

- GW Invitation or Appointment Letter
- Proof of English Proficiency

### 2. Documents Required from the Scholar

- Completed Scholar Visa Request Form
- Copy of Scholar's biographical page of passport
- Proof of financial documentation
  - *\*If the scholar is receiving funding from GW, the exact amount should be noted in the invitation/appointment letter.*

### 3. Optional Documents

- Dependent Information Sheet
- Copy of dependent(s) biographical page of passport(s)