



## Exchange Visitor Scholar Checklist

For all Exchange Visitor research visits:

Completed Extension Request Form

Current passport biographical information pages for scholar and all dependents

Department letter extending the time period of the invitation/offer and including all UNF funding provided and any costs charged.

Documentation of insurance coverage, for the entire duration of extension period for the visitor and any accompanying family members which meets or exceeds the requirements listed on page 2 of the initial DS-2019 form.

Documentation of sufficient funding, in the form of an UNF offer letter, scholarship award letter, sabbatical letter from the home university detailing the salary that will be received or bank statements. Documentation must be in English, but the currency need not be indicated in U.S. dollars. Funds available for the requested period must meet minimum living expense requirements noted in the request form below. The DS-2019 cannot be issued if these funding levels are not met. A combination of sources can be used to meet the minimum requirements.

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University of North Florida  
International Center

## Exchange Visitor Scholar Extension Request Form

**Please fill in all blanks and answer all questions (marking N/A if not applicable).**

### **PERSONAL INFORMATION**

Name as indicated in your passport (Please include a copy of your passport or national identification card):

Male

Female

Date of Birth:

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