

# AO/PO Checklist for DS-2019 Initial Requests

University of Hawaii Faculty & Scholar Immigration Services  
todoki@hawaii.edu | 808-956-9265 | www.hawaii.edu/fsis

---

- UH FSIS [DS-2019 Initial Request Form](#) (original)
- UH FSIS [J-1 Information Form](#)
- UH FSIS [J-2 Dependent Information Form](#) (if dependents will accompany J-1)
- Copy of passport biodata/expiration page(s) for the exchange visitor and each dependent (if applicable)
- Copy of [faculty sponsor's invitation letter](#) that includes:
  - UH BOR position title (Visiting Colleague, Postdoctoral Fellow, etc.)
  - Program start and end dates
  - Location(s)/Campus(es) where the activity will take place
  - Description of specific research/training/instructional activity
  - Total dollar amount of UH salary or stipend (if applicable)
- Copy of exchange visitor's acceptance letter (fax or email copy ok)
- UH FSIS [J-1 Health Insurance Requirements Acknowledgment Form](#)
- Copy of curriculum vitae/resume
- Evidence of financial support

*Total amount must meet these minimum requirements: \$1500 per month for the exchange visitor, \$500 per month for J-2 spouse, and \$350 per month for each J-2 child.*

- UH support (copy):** PNF, FMIS 36, Form 6, or consultant contract, fully executed with all required signatures.
- Other organizations (copy):** Letter of support on sponsoring organization's letterhead. Letter must indicate:
  - The **source** of funding (private or government)
  - **Total amount** in U.S. dollars
  - The **period of time** the funding will cover
- Personal funds (copy):** Certified bank statement in U.S. dollars (USD). If bank statement is not in USD, include a [currency conversion](#) to USD.
- Non-compensated appointments:** PNF showing non-comp. appointment **and** evidence of other financial support (other organizations' support or personal funds) must be provided.