

## SAMPLE MEMO TO VISITING SCHOLAR REQUESTING DOCUMENTATION

Date:

To:

From:

Re: Request for Documentation and Completion of Forms

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In order to receive a Provost's appointment and your DS-2019 visa document, please complete the following forms and requests and return to *[Department contact name and address]*. If you have any questions or need further information, please contact *[Department contact name, phone and email address]*.

You will need to go to the following web site: <http://provost.uncg.edu/epa/forms> to obtain the forms listed below:

### **PD7-A**

Complete the form, print it, and then sign and date it at the bottom – return form to contact listed above.

### **Certification Form**

Sign and date the form – return form to contact listed above.

### **EPA Background Check**

Click on the EPA Background Check Authorization Form and complete – return to contact listed above.

### **Telephone Verification of Credentials (Only if necessary as outlined in the instructions)**

List the name of your current or last employer, the dates you were employed, and the name, phone number, and email address of the person we need to contact to verify your employment – return to contact listed above.

In addition to the above items, we also need the following items (forms are also located at <http://www.uncg.edu/ipg/dataforms.html>):

### **Transcripts (only if necessary as outlined in the instructions)**

Official graduate transcript showing the highest degree conferred. The transcript must come directly from the University where you received your degree to the contact listed above.

**J-1 Scholar Request Form - Part B “Scholar Profile” (attached)**

Complete attached form and return to contact listed above.

**Insurance Attestation (attached)**

Complete and sign the Insurance Attestation form and return to the contact listed above.

**CV or Resume and Biographical Page of Passport (including any dependents)**

Send a copy of your CV or resume, and the biographical page of your passport and passports of any of your dependents. Submit these copies to the contact listed above.

**Proof of Financial Support**

If UNCG is not fully sponsoring you financially, please submit a letter from your home institution verifying financial support for sabbatical leave; or a letter from the home government verifying financial sponsorship; or verification of personal financial support; or a combination thereof. A minimum of \$1,000 per month for you as the primary and \$500 per month for each dependent is required.

Thanks for your help in obtaining this information. Please refer to <http://www.uncg.edu/ipg/visiting scholars.html> for further details regarding being a visiting scholar at UNCG, including important U.S. visa/immigration policies. If you have related questions, please contact Michael Elliott, Director of International Student and Scholar Services (ISSS) at [mjellio2@uncg.edu](mailto:mjellio2@uncg.edu) or 336-334-5404.