



## **INSTRUCTIONS FOR J-1 SPONSORSHIP**

The following documents **MUST** be completed to facilitate all J-1 sponsorship:

- DS-2019 Request Form (attached)
- Letter of Justification stating how/by whom the person will be paid, the amount, what duties will the person perform, period of sponsorship, etc. (The letter of justification must be addressed to the Dean for the College of Medicine).
- Appropriate appointment package (i.e., UP-1, Pre-appointment Data Form (see attached), copy of Research Foundation Appointment Form).
- Copy of Personnel Requisition (P-10) or Professional Faculty Vacancy Announcement (if the individual is receiving funding via state funds).
- CV
- Copy of passport
- Credentials

**If there is no cost to SUNY DHSU, the department must indicate in their letter of justification that their sponsorship is budget neutral. Moreover, if there is no cost to SUNY DHSU, the sponsored individual is to produce proof of financial support for the duration of stay at DHSU.**

**N.B. Individuals in J-1 Visa status are prohibited from performing clinical activities.**

The completed package must be sent to the Dean, College of Medicine for his approval before it comes to DHR for processing.

**Please contact State HR for questions pertaining to the J Visa process:**

Talent Acquisition Administrator  
Human Resources Management  
The State University of New York, Downstate Health Sciences University  
450 Clarkson Avenue  
Brooklyn, NY 11203  
Tel: 718-270-8356