On , ­­­­­­the University of Wisconsin-Madison, Department of , Executive Committee, voted unanimously to invite you to our department as an Honorary Fellow to work on your research project. Before we can send you a Letter of Invitation, we need to know the exact dates you are planning on arriving and departing the United States and how you will financially support yourself while here (personal funds, institutional funds, other?). We also require a non-refundable, $300 (US) administrative fee made payable to the University of Wisconsin-Madison, check or money order.

You will also need to fill out the application form for the DS-2019, which you can find at this website:

[<http://www.ohr.wisc.edu/ifss/imminfo/JScholar/DS\_2019\_Application\_REV.pdf>](http://www.ohr.wisc.edu/ifss/imminfo/JScholar/DS_2019_Application_REV.pdf).

When filling out the application, please note that on page 6-section 4, you are required to attach a letter(s) and/or an official bank statement in English to substantiate ***each funding source***. **Each letter from your funding sources (sponsors) must be in English, signed, and on official letterhead. Any bank statements need to be in English or have an official English translation attached, and the currency amounts must be in US dollars, not in your country’s currency. These documents (letters or bank statements) must show sufficient funds for your stay.**

In summary, we will need the following items from you in order to process your DS-2019 application:

1. Confirmation of your arrival/departure dates
2. The completed DS-2019 application form along with the attached financial support documentation
3. A copy of your passport identity page (with your photo)
4. A copy of your current curriculum vitae (CV)
5. The $300 administrative fee, check or money order, made payable to the University of Wisconsin-Madison  
   Please send the check to: (Department Contact and Complete Address)

Once we have completed processing your DS-2019, we will send the original to you, along with a copy of the letter via Fed Ex or UPS so that you may apply for your J-1 Visa.

If you have any questions or concerns, please contact me and I will do my best to help you.