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This guide is to help you complete the J-1 Exchange Visitor Student Financial Documentation.

### Part 1: Exchange Visitor Information

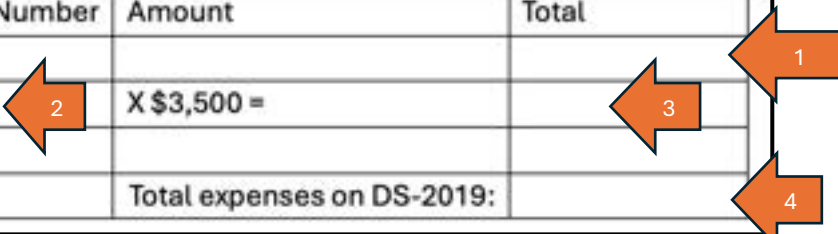
1. Be sure to enter your name as it is on your passport.
2. Your CMU ID Number is 6 digits.

### Part 2: Financial expenses

These are the cost of your program and the amount of financial support you need for each dependent (spouse or child). If you do not have any dependents, you can leave it blank.

1. Enter the program cost under total. Your program host or advisor will tell you this amount.
2. Enter the number of dependents (if you have any).
3. Multiple number of dependents by \$3,500
4. Calculate the total of program cost and dependents.

Expense	Number	Amount	Total
Program cost			
Dependents		X \$3,500 =	
		Total expenses on DS-2019:	



### Part 3: Sources of funding

Please review the various sources of funding options for the DS-2019. Each type of funding must have supporting documentation such as scholarship letters, bank statements/letters or letter of sponsorship. Without the supporting documentation, your DS-2019 will not be processed.

### Part 4: Sources of funding worksheet

You may have multiple sources of funding. As a reminder your sources of funding must equal or exceed the total expenses on the financial expense worksheet (#4 above).

1. Sponsor. Enter the amount of funding and provide a sponsor affidavit (page 3 of the J-1 Exchange visitor Student Financial Documentation) and a bank statement or letter.
2. Home university scholarship. Enter the amount of funding from your scholarship and provide a letter with the scholarship award amount.
3. Binational commission. Enter the amount of funding from the binational commission is funding from the U.S. government and your home country. At CMU, this is not used very often. Provide a letter with the sponsorship amount.

4. Home country government. Enter the amount of funding from your home country government. Provide a letter with the sponsorship amount.
5. Personal. Enter the amount of funding from your personal bank account (the account has your name on it). Provide a bank statement/letter stating the amount in the account.
6. U.S. government organization. Enter the amount of funding from the U.S. government. At CMU, this is not used very often. Provide a letter with the sponsorship amount.
7. International organization. Enter the amount of funding from an international organization such as an NGO. At CMU, this is not used very often. Provide a letter with the sponsorship amount.
8. Other organization. Provide the name of the organization and enter the funding amount. Provide a letter with the sponsorship amount.
9. Add all sources of funding. This total amount should equal or exceed total amount of the financial expenses worksheet.

<b>Sources of funding worksheet</b>		
Source	Amount	Required supporting documentation
Sponsor (parent, relative, friend)		Sponsor affidavit (page 3), bank statement/letter
Home university scholarship		Letter of scholarship award
Binational commission		Letter of sponsorship
Home country government		Letter of sponsorship
Personal		Bank statement/letter
U.S. government organization		Letter of sponsorship
International organization		Letter of sponsorship
Other organization		Letter of sponsorship
<b>Total from all sources of funding:</b>		

If you have questions about the J-1 Exchange Visitor Student Financial Documentation form, please email [j1ev@cmich.edu](mailto:j1ev@cmich.edu).

## J-1 Exchange Visitor Student Financial Documentation

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To be eligible for the DS-2019, Exchange Visitors (EV) must submit financial documents to show they have sufficient financial support for the duration of their program.

**Exchange Visitor Information** (Please be sure to list your name exactly as it appears in your passport.)

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Family (last) name

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Given (First) name

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CMU ID Number

### Financial support needed:

Your program sponsor (academic department) will inform you the cost of the program. If you are bringing any dependents with you (spouse or child) there is an additional proof of funding requirement of \$3,500 USD per dependent, per year.

### Financial expenses worksheet (expenses listed on DS-2019)

Expense	Number	Amount	Total
Program cost			
Dependents		X \$3,500 =	
		Total expenses on DS-2019:	

### Sources of funding

We will accept the following as proof of adequate financial support:

- If you have a scholarship from your home country or university, you may submit the scholarship award letter.
- If you are using personal funds or a sponsor (parent, relative, or friend), you will be required to submit a personal bank statement or bank letter showing the required amount of funding in an account in English. This must be on bank letter head and/or signed by a bank official. Translations must be completed by a certified translator, not the student. Funds must be liquid funds such as a checking or savings account. Bank letters/statements cannot be more than 6 months old.
  - If using a sponsor, your sponsor must complete the sponsor affidavit (page 3 of this document).
  - We cannot accept the following documents: property certificates, health/life insurance accounts, retirement accounts, value of business, or credit card statements.
- If you are receiving government funding or any other form of scholarship, please send us a copy of the letter that indicates the amount awarded and what will be covered. If the amount

is not enough to cover the entirety of your stay, you will need to submit a supplemental bank statement.

**Sources of funding worksheet**

Source	Amount	Required supporting documentation
Sponsor (parent, relative, friend)		Sponsor affidavit (page 3), bank statement/letter
Home university scholarship		Letter of scholarship award
Binational commission		Letter of sponsorship
Home country government		Letter of sponsorship
Personal		Bank statement/letter
U.S. government organization		Letter of sponsorship
International organization		Letter of sponsorship
Other organization		Letter of sponsorship
Total from all sources of funding:		

**Note:** The total from all sources of funding must exceed or be equal to the financial expenses worksheet on page 1.

Once completed, please submit the required documents in one pdf in the ISSS portal ([international.cmich.edu](http://international.cmich.edu)) in the 3: Financial Details section.

Submitting unacceptable or incomplete documentation will result in a delay in processing your DS2019. Rejected documents will be returned to you and you will need to be resubmit the updated financial documents.

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### Sponsor Affidavit of Financial Support

**To be completed by the student:**

\_\_\_\_\_  
Family (last) name

\_\_\_\_\_  
Given (first) name

\_\_\_\_\_  
CMU ID Number

**To be completed by the sponsor:**

Sponsor name: \_\_\_\_\_

Sponsor's relationship to student: \_\_\_\_\_

Sponsor's current address: \_\_\_\_\_

Amount in USD of funding to be provided to the student: \$ \_\_\_\_\_

Please provide the scholar a recent (no older than 6 months) bank statement or letter as proof (in English) of funding referencing to an account to which you have the authority to use funds. This must be on bank letter head and/or signed by a bank official.

Will these funds be issued from a business, company, or corporate account which you have authority to use?

Yes. Letter on bank letterhead required must indicate the following:

- A list of signatories on the account
- If there are multiple signatories, a statement indicating how each signatory can use account funds. (Example: can they sign alone, or must they sign together)

No.- this is from my personal account

I certify that I have read and understand this document. To the best of my knowledge, the statements made herein are accurate and complete. I agree to provide the funds listed above to meet the required expenses for this student. I further agree that all documentation I provide as proof of available funds are accurate and complete to the best of my knowledge. I understand that the deliberate falsification of any financial documentation provided to the university may result in revocation of the DS-2019.

\_\_\_\_\_  
Sponsor signature

\_\_\_\_\_  
Date (mm/dd/yyyy)