Institute for International Visiting Scholars (IIVS)
Application Checklist

Please keep this for your records.

Step One:
1. Fill out application form □
2. Prepare Curriculum Vitae □
3. Write a short statement of research or professional development activities (no more than 2 pages, double-spaced) □
4. Send completed application form, CV and research interest statement by email to Dr. Vivien Ng, Director of IIVS, at vng@albany.edu □

Step Two:
1. Receive formal Letter of Invitation from IIVS □
2. Secure proof of financial support □
3. Secure proof of English proficiency (if applicable)** □
4. Make photocopy of passport
5. Send proof of financial support, proof of English proficiency (if applicable), and photocopy of passport by email to Dr. Vivien Ng at vng@albany.edu □
6. Fill out and return DS-2019 Request Form, as instructed □
7. Apply for J-1 Visa □

Step Three:
1. Wire IIVS program fees, as instructed □
2. Notify IIVS of arrival date in Albany, NY □

** Recognized proof of English proficiency may be one of the following:
- A recognized English language test
- Signed documentation from an academic institution or English language school
- A documented interview conducted by the sponsor either in-person or by videoconferencing, or by telephone if videoconferencing is not an option