



## CHECKLIST FOR DOCUMENTS TO BE SUBMITTED WITH AN APPLICATION FOR EXCHANGE VISITOR PROGRAM

*In order to consider your application for participation at Plymouth State University Exchange Visitor Program, you must submit certain documents with your completed application form. Use this checklist to make sure that you are sending all of the supporting documentation we require.*

- The completed and signed application form.
- If our home government, university, institution or employer funds you, a copy of the letter granting you the funds to come to the United States. This letter must include the U.S. dollar amount of funds and be in English, or accompanied by an English translation.
- If you will be self-funding your visit to the United States, send a copy of your personal bank statement, translated into English with U.S. dollar equivalents.
- A copy of your most recent curriculum vitae or resume.
- The enclosed signed medical insurance compliance form.
- If in the U.S.; clear, legible copies of the front and backsides of Form I-94, Record of Arrival and Departure for yourself and all accompanying family members.
- If in the U.S.; a copy of your Form DS-2019, Form I-20 or Form I-797.
- If in the U.S.; copies of passports for yourself and any family members who will be accompanying you to PSU. It is necessary to send only the following pages; Identification page, the page containing the expiration date and pages with any U.S. visas.
- Personal information for your family members as requested.

Please mail these documents with your application form to: Lisa Ladd, International Employee Assistant, Human Resources, MSC #14, Plymouth State University, Plymouth, NH 03264, USA  
Phone: (603) 536-2251 E-mail: [lladd@plymouth.edu](mailto:lladd@plymouth.edu)