

Attention International Office: Request for New DS-2019

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For IO Use Only

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DS-2019 Application Checklist

The following is a request for a DS-2019. I have included the following (please check all boxes that are relevant):

Required: ALL Applications must have the following completed forms

- Scholar Data form- Completed by scholar
- Department Request- Completed by department- including CUFS information for the processing fee, or attached payment.
- Approved **Visiting Scholar Health Insurance** Application form from the Office of Risk Management.
- One of the following:
 - For **Research** Position: Postdoctoral Fellow Appointment Form. Not applicable to Affiliates.
 - For **Adjunct or Visiting Professors** who will be at Northwestern for one quarter or less, a copy of the offer letter signed by the Dean of the appropriate school.
 - For **Undergrad Researchers/Interns**: fill out and follow directions on Undergraduate Waiver form.

Depending on the application, the following forms are required:

- Proof of funding:** If Scholar is not funded by Northwestern.
- Transfer:** a copy of scholar's current DS-2019
- MD Research Scholars only form.