

Documents Required for Assistance Memo Processing

(Note: all documents must be in English)

ARS-Funded (travel expenses, maintenance, insurance, etc.) Requests:

- ARS-230
- Copy of the passport data page (page with the photo and personal information)
Note: if the passport number does not appear on this page please include a copy of the page that shows the holder's name and passport number
- Letter of invitation
- Student Transcripts (if the person's a student)
- CV (if the person isn't a student)
- Proof of any supplemental (non-ARS) funding
- Proof of acceptable insurance* (if not being purchased by ARS)
- AD-672 (inter-agency agreement – do NOT send the AD-700)

Unfunded Requests:

- ARS-230
- Copy of the passport data page (page with the photo and personal information)
Note: if the passport number does not appear on this page please include a copy of the page that shows the holder's name and passport number
- Letter of invitation
- Student Transcripts (if the person's a student)
- CV (if the person isn't a student)
- Proof of funding
- Proof of acceptable* insurance

Extension/Change Requests:

- ARS-230 (even if there are no changes/updates)
- Any other relevant document as listed above.

* Insurance is required for Exchange Visitors (J-1s) and any accompanying family members (J-2s) under Title 22, Part 62, Section 14 of the Code of Federal Regulations (22 CFR 62.14). Coverage must provide the minimum following:

Medical benefits of at least \$50,000 per accident or illness; \$7,500 for repatriation of remains; expenses associated with medical evacuation to the home country in the amount of \$10,000; and a deductible that does not exceed \$500 per accident or illness.

If an Exchange Visitor wants to use their home country's insurance coverage, the carrier must provide a certified letter which states that they have read and understand the requirements (letter should cite them) and believe their coverage meets or exceeds them.