Assistance Memorandum Checklist

As indicated below, the enclosed assistance memorandum is being returned to you for the following reason(s). Please make corrections to the noted errors and resubmit the request.	
	Undated memorandum/improper date format
■	Incorrect addressee(s) listed:
	To
	Through
	From
	Incorrect spelling of one or more addressee's name or title
	Memorandum was not in the approved format
	Improper/missing letterhead
	Missing approval signatures
	Approval signatures were undated
	Assistance was requested for more than one indiviual with no familial relation
■	Memorandum did not reference:
	The purpose of the foreign national's visit
	A proposed duration of their stay
	Justification for an extension of their stay
	Their source of their funding
	Names of any accompanying dependents
	No mailing address for the foreign national was provided
	FedEx account information was not listed
	No/improper overhead amount listed
■	The request was missing one or more of the following enclosures:
	ARS-230
	Passport Data Page(s)
	Letter of Invitation
	Curriculm Vitae or Student Transcripts
	Proof of Funding
	Proof of Insurance
	AD-672 (Interagency Agreement)
	DS-2019 (Certificate of Eligibility for Exchange Visitor Status)
	DS-7002 (Training/Internship Placement Plan)
■	Other reason(s) not listed above: