Faculty and Scholar Funding Documents Checklist

Use this checklist to determine which funding documents are acceptable as evidence of your ability to cover your expenses.

- Foreign currencies do not need to be converted into US dollars.
- All documents not originally in English should be translated
- The ISSO may request additional documents to verify the availability of your funds.

Monthly funding requirements:

- J-1 Scholar $2,800
- J-2 spouse $1,000
- J-2 child $500

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Financial Documents to Upload</th>
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| **Source A. My Personal Funds**  
Readily available money in your bank account. | Your bank letter or bank statement no more than 3 months old that includes:  
- Your name  
- The current balance  
- The date |
| **Source B. My Parents, Family, and/or Friend’s Funds**  
Readily available money in your parent(s), family member, and/or friend(s) bank account(s). | Your sponsor’s letter must specify their relationship to you, the amount of money they will provide, and must be signed.  
Your sponsor’s bank letter or bank statement, no more than 3 months old, must include:  
- The account holder’s name  
- The current balance(s) that is sufficient to meet the funding amount listed on this form  
- The date |
| **Source C. My Approved Awards, Grants, or Scholarships**  
Common sources include:  
- Columbia University*  
- Any Other University  
- An International Organization  
- A Government Agency  
- A Foundation | The official approval letter that includes:  
- The name of your sponsor  
- The conditions of your approved award  
- The amount available for your time at Columbia  
- The period of time for which your funding is guaranteed or a statement that your funding is renewable annually for a specified number of years  
- When a range is specified, the lowest amount will be used (e.g. China Scholarship Council)  
* Additional documents may be requested |
| **Source D. My Employer’s Sponsorship**  
Financial support from your current employer to support your time at Columbia | The official sponsorship letter on your employer’s letterhead that includes:  
- The name and address of your employer  
- An explanation of why your employer is sponsoring you  
- The amount available for your time at Columbia  
- The time for which your sponsorship is guaranteed  
- Whether your salary will be continued during your visit and if so, the amount  
- Your employer’s signature |

Documents That Are Not Acceptable

There may be some unacceptable documents not listed. However, this chart lists the most common.

| Specific Assets | We do not accept any of the following:  
- Investment portfolios (a collection of investments)  
- Retirement accounts (401(k), pension, superannuation accounts, etc.)  
- Rental income (income made through a rental property)  
- Real estate property (deeds, etc.)  
- Certifications of assets by Chartered Accountants  
- Cryptocurrency (Bitcoin, etc.) |
| Salary Statements | We do not accept letters stating any amount you or your sponsor(s) will be earning in the future. |
| Credit Card Accounts | We do not accept any balance taken from a credit card account. |
| Yearly Tax Returns | We do not accept tax returns of any kind. |