Dear QC Faculty/Administrator Host and International Visitor,

Thank you for your inquiry regarding the Queens College International Exchange Visitor Program.

The Program assists international visitors in obtaining and maintaining the J-1 Exchange Visitor Visa and Immigration Status for the purpose of entering the U.S. to work or study at the College on a short-term basis.

Listed below, you will find a Queens College International Exchange Visitor Application Form (2 pages). This form is to be completed by the Queens College Faculty Host in conjunction with the intended International Exchange Visitor. The Form must be approved by the Queens College Academic Department Chairperson and the Queens College Provost, then returned to the Queens College International Students and Scholars Office for issuance of the U.S. Government DS-2019 Form. The Visitor will need the DS-2019 Form in order to obtain the J-1 Visa. J-1 Exchange Visitor Program requirements will be enclosed with the DS-2019 Form.

For more immediate and detailed information regarding the J-1 Exchange Visitor Program, including the mandatory purchasing of health, medical and evacuation insurance, you may access the web sites listed below.

J-1 Exchange Visitor Web Sites:
2.  [http://www.exchanges.state.gov/education/jexchanges/academic.htm](http://www.exchanges.state.gov/education/jexchanges/academic.htm)

If you have any questions, I can be reached by phone: 718-997-4438 or by e-mail: [iss@qc.cuny.edu](mailto:iss@qc.cuny.edu)

Sincerely,
Patrick O’Connell, Director
International Students & Scholars Office and
J-1 Exchange Visitor Responsible Officer

J-1Ex.Visitor.Info
EXCHANGE VISITOR APPLICATION INFORMATION

The following information is required for issuing Form DS-2019, *Certificate of Eligibility for Exchange Visitor (J-1) Status*, to international visitors who will be collaborating with Queens College faculty as scholars, researchers, professors, or specialists. **Please submit all necessary documents** to the International Students and Scholars Office, Student Union 327.

1. Exchange Visitor Application Form signed by the Faculty host, Academic Chair, and the Queens College Provost.

2. Copy of invitation letter from faculty host or department to the Visitor. Include terms of payment (department salary, personal funds, home institution etc.)

3. Visitors C.V. or resume.

4. Financial documentation which verifies in U.S. dollars how s/he will be supported while here at Queens. Financial support related to the visitor’s stay must be equivalent to $1800 per month. An additional $600 per month must be documented for a spouse, $300 for a child.

5. A letter from Visitor’s home educational institution if the Visitor is a current PhD. Student or employed with an educational institution.

ISSO will process immigration documents within 5 days of receiving completed information. However, with mail time, consular processing of the visa and other factors, Departments should expect a minimum of six weeks to get a visitor to campus. As per your instruction, we will either call you for pick up or mail the documents via first class U.S. mail.

**IMPORTANT**: It is essential that the Exchange Visitor make an appointment with our office no later than 7 days after arriving in the U.S. Copies of documents will be made, which is required by regulation, and a brief orientation/overview of immigration responsibilities will be given.
EXCHANGE VISITOR (J-1) CATEGORY DEFINITIONS

Federal regulations define certain "categories" of eligibility for J-1 exchange visitor status. The Office of International Students and Scholars Office (ISSO) has governmental approval to sponsor exchange visitors in the following categories:

(1) **Short-term Scholar**, (2) **Research Scholar**, (3) **Professor**, (4) **Specialist**, and (5) **Student** (both degree and non-degree). The categories are defined below.

1. **Short-term Scholars** are defined as "scholars coming to the United States for a period of up to six months to lecture, observe, consult, and to participate in seminars, workshops, conferences, study tours, professional meetings, or similar types of educational and professional activities." [22 CFR 62.4] *No extensions beyond 6 months are permitted.*

2. **Research Scholars** are persons who are primarily engaged in research. They may also teach. *Research Scholars may participate in the exchange visitor program for up to five years.*

3. **Professors** are persons who are primarily engaged in teaching. They may also engage in research. J-1 professors may not be appointed to tenure-track positions. *Professors are subject to the same length of stay and extension provisions as research scholars.*

4. **Specialists** are defined as "experts in a field of specialized knowledge or skill coming to the United States for observing, consulting, or demonstrating special skills." [22 CFR 62.4] *Specialists may participate in the exchange visitor program for no more than 12 months.*

Please consult with the International Scholar Advisor at Queens College for more information.
Name: ________________________________________________________________

Family    First    Middle/Maiden

Date of Birth ___/___/____  Gender [ ] Male [ ] Female

City of Birth ___________________________  Country of Birth ___________________________

Country of Citizenship ___________________________  Country of Legal Permanent Residence ___________________________

Professional Position in Home Country ____________________________________________________________

The employer is [ ] Educational Institution [ ] Private Business [ ] Government or Governmental Agency

Has the visitor been in the U.S. in J-1 status in the last 12 months  [ ] No  [ ] Yes (if yes, please provide copies of all DS-2019 forms)

Overseas Home Address of Visitor: ______________________________________________________________
                                                                                              ______________________________________________________________

Phone number: __________________________________________  E-mail Address: __________________________

Please briefly describe the scholar’s activity, mention the field on which the activity will take place (e.g., Physics, Art History, Languages): __________________________________________________________________________________________________
                                                                                              __________________________________________________________________________________________________
                                                                                              __________________________________________________________________________________________________

Address where the activity will take place (if not in Queens College): ______________________________________________________________
                                                                                              ______________________________________________________________
                                                                                              ______________________________________________________________

Date of Visit:  Begin _____/_____/_____  End _____/_____/_____
FINANCIAL SUPPORT (For entire period stated above. Give name of agency, organization or government in blanks, if any):

- Queens College  
  Amount in US$ for period stated above: $ ______________________

- Personal Funds  
  Amount in US$ for period stated above: $ ______________________

- U.S. Government Agency  
  $ ______________________

- International Organization  
  $ ______________________

- Foreign/Home Government  
  $ ______________________

- Other (specify)  
  $ ______________________

**TOTAL** for period of visit (must meet or exceed $1800/month)  
$ ______________________

Suggested Category
Please suggest an Exchange Visitor Category. Though ISSO will make the final decision, your choice will assist us. Please see the attached Exchange Visitor Application Information sheet for definitions and more information.

- Short-Term Scholar (6 month maximum stay)
- Professor (5 years maximum stay)
- Research Scholar (5 years maximum stay)
- Specialist (12 month maximum stay)
- Non-degree student with a specific program of study (24 month maximum stay)

Dependents
If a spouse and/or children will accompany the Exchange Visitor, please provide the information in the appropriate space below. A separate Form DS-2019 may be requested if dependents will join the Exchange Visitor after her/his arrival.

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Signatory Approval:

Name/Signature of QC Faculty Host  
Academic Dept.  
Date

QC Faculty Host’s E-Mail Address  
Qc Faculty Host’s Phone #

Name/Signature of the QC Academic Dept. Chairperson  
Phone #  
Date

Name/Signature of QC Provost  
Phone #  
Date