

DS-2019 Processing Fee

J-1 applicants will be subject to a \$50 Processing Fee due at the time of application. This fee applies to all Research Scholars, Short-term Scholars, and Professors. There are no processing fees for J-2 dependents. The fee may be paid by **either** the J applicant or the sponsoring academic department, But must be paid at the time of application.

Payment instructions

Money order or personal check (drawn from a U.S. bank) payable to Queens College DSF.

Or

Queens College payment request to/from DSF funding. Contact our office for instructions.

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.

Below you will find the International Exchange Visitor Application and English Language Proficiency Form. These documents are to be completed by the Queens College Faculty Host in conjunction with the intended International Exchange Visitor. The Application 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:

1. <https://travel.state.gov/content/travel/en/us-visas.html>
2. <https://exchanges.state.gov/us/exchange-experience>

If you have any questions, I can be reached by phone: 718-997- 4440 or by e-mail: iss@qc.cuny.edu

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

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, King Hall 207.

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, if any (department salary, personal funds, home institution etc.)
3. Copy of Visitor's passport biographical page and 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 \$2000 per month. An additional \$600 per month must be documented for a spouse, \$300 for a child.
5. A research/leave approval letter from Visitor's home educational institution if the Visitor is a current PhD. Student or employed with an educational institution.
6. English Language Proficiency Form.
7. \$50 application fee.

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 10 days after arriving in the U.S. for the mandatory J-1 Orientation.

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.



The City University of New York

EXCHANGE VISITOR (J-1) APPLICATION FORM

Request for Issuance of Form DS-2019 for International Faculty, Staff or Researchers.

Name: _____
Family First Middle/Maiden

Date of Birth ____/____/____ Gender ☐ Male ☐ Female
M D Yr

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)

Home Country 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):

<input type="checkbox"/> Queens College	Amount in US\$ for period stated above:	\$ _____
<input type="checkbox"/> Personal Funds	Amount in US\$ for period stated above:	\$ _____
<input type="checkbox"/> U.S. Government Agency	_____	\$ _____
<input type="checkbox"/> International Organization	_____	\$ _____
<input type="checkbox"/> Foreign/Home Government	_____	\$ _____
<input type="checkbox"/> Other (specify)	_____	\$ _____

TOTAL for period of visit (must meet or exceed \$2000/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.

- | | |
|--|---|
| <input type="checkbox"/> Short-Term Scholar (6 month maximum stay) | <input type="checkbox"/> Professor (5 years maximum stay) |
| <input type="checkbox"/> Research Scholar (5 years maximum stay) | <input type="checkbox"/> Specialist (12 month maximum stay) |
| <input type="checkbox"/> 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.

	Dependent 1	Dependent 2	Dependent 3	Dependent 4
Family Name:	_____	_____	_____	_____
First Name(s):	_____	_____	_____	_____
Date of Birth:	_____	_____	_____	_____
City of Birth:	_____	_____	_____	_____
Country of Birth:	_____	_____	_____	_____
Country of Citizenship:	_____	_____	_____	_____
Country of Permanent Residence:	_____	_____	_____	_____
Relationship:	_____	_____	_____	_____

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	_____ Date	
_____ Name/Signature of QC Provost	_____ Date	

Exchange Visitor (J-1) Assessment of English Language Proficiency

Exchange Visitor: _____

Attestation:

I am the faculty supervisor for the Exchange Visitor (EV) listed above and understand that an assessment of the EV's English language proficiency is required by law (Federal Regulation 22 C.F.R. § 62.10 (a)(2)). I confirm that I have interviewed, collaborated with or had detailed interactions with the EV (by telephone, in person, or via tele-conferencing) and established that the individual has sufficient proficiency in the English language to:

- Function in the U.S. on a day-to-day basis
- Successfully participate in the Queens College appointment
- Understand fully all responsibilities, rights, and protections

Queens College Faculty Member Name: _____

Faculty Signature: _____

Sponsoring Academic Department Responsibilities

- Mail immigration document (DS-2019) and instructions provided by International Students and Scholars to the EV.
- Monitor the arrival dates and inform our office (ISSO) of any possible delays or cancellations.

Upon Arrival:

- Refer scholar to International Affairs for mandatory orientation and SEVIS validation.
- Assist in finding housing as well as access to education for any dependents.
- Inform the Scholar that they are required to have health insurance for themselves and their J-2 dependents that meet the U.S. State Department J-1 regulations.
- Remind EV to report change of address within 10 days of moving.
- Refer EV to ISSO when they depart the United States for travel.
- Request an extension of stay at least 2 months in advance of the expiration date on the DS-2019.