J-1 Exchange Visitor Application Process for Faculty

1. Sponsoring Academic Department or faculty member initiates request by emailing International Students and Scholars Office (ISSO), iss@qc.cuny.edu, with the subject, Request for EV Application.

2. ISSO emails the following:
   a. Guidance for onboarding J-1 Exchange Visitors
   b. Export Control Questionnaire Form (completed by the sponsoring faculty member)
   c. Foreign Influence Due Diligence Form (completed by the EV applicant)
   d. J-1 Exchange Visitor Program Request for DS-2019

3. Once the forms are completed, they are returned to ISSO along with the following:
   a. Offer letter from Queens College department
   b. Copy of EV applicant’s biographical page in passport, along with any dependents
   c. All other items listed in the EV DS-2019 application

4. Full application is vetted through Queens College’s Export Control and CUNY Central. Once completed, ISSO will create the DS-2019 and email the faculty sponsor with further instructions including mailing and visa process.

You may contact the Director of International Students and Scholars, Patrick O’Connell, at the email listed above for further information or clarification.