

## **J-1 Exchange Visitor Application Process for Faculty**

1. Sponsoring Academic Department or faculty member reviews the Guidance for On-boarding J-1 Exchange Visitors
  
2. Complete the following forms:
  - a. Export Control Questionnaire Form (completed by the sponsoring faculty member)
  - b. Foreign Influence Due Diligence Form (completed by the EV applicant)
  - c. 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 [iss@gc.cuny.edu](mailto:iss@gc.cuny.edu) for further information or clarification.