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@qc.cuny.edu for further information or clarification.