



## Incoming International Exchange Student Step-by-Step Guide to Applying to Queens College

### **BREAKDOWN:**

**We will only be accepting digital applications.**

- Download all of the application documents (on our website [here](#))
  - Some forms that you must email to us are attached with our application documents, while others are not.
- Read the instructions in this document carefully
- Fill out our application materials and obtain any other necessary documents
- Make sure that your application is TYPED.
- Combine all of your documents into one PDF using [this website](#)
  - Name the PDF:  
**HOME COUNTRY\_YOUR HOME UNIVERSITY'S NAME\_First Name Last Name\_SEMESTER(S)**
    - **Ex:** SPAIN\_UPF\_John Smith\_SPRING 2026
- Find a recent picture of you/take a picture (JPEG/PNG). Save it as:
  - **HOME COUNTRY\_YOUR HOME UNIVERSITY'S NAME\_First Name Last Name\_SEMESTER(S)**
    - **Ex:** SPAIN\_UPF\_John Smith\_SPRING 2026
- Have your Home University Study Abroad Office email your application documents PDF & portrait photo of you (more information on this below) to the following email **by Friday, October 31<sup>st</sup>:** [blanche.zahran@qc.cuny.edu](mailto:blanche.zahran@qc.cuny.edu) / [bzahran@qc.cuny.edu](mailto:bzahran@qc.cuny.edu)
  - Please note that your university may have their own deadline for these documents.

**[MORE DETAILS BELOW]**

## **LIST OF DOCUMENTS IN ORDER:**

**1. Undergraduate Non-Degree Application (*Must be typed*):** Complete the Fillable PDF Form.

- Please **DISREGARD** the \$65 Application Fee—this does NOT apply to Exchange Students.

**2. Letter from Home College:** Must be on college letterhead stating:

- Dates of attendance,
- Overall GPA;
- Indicate name, title, phone number, email, signature of Home College's Admissions Office, Registrar or Study Abroad / International Office Executive.

**3. Official English Test Scores:**

**Minimum Scores:** TOEFL iBT 61; IELTS 6; Pearson Academic 44; Duolingo 95

➔ We also accept TOEFL MyBest Scores & TOEFL iBT Home Edition.

**We will only be accepting digital scores.** Please do not mail us a hard copy.

- Not sending your scores with your other application documents will significantly delay your acceptance since they are needed in order to process your application.
- We do not accept any other test scores (ex: Cambridge). If you have not taken one of the exams above, sign up for a test as soon as possible. **There are no exceptions to this rule.**

**4. Official Transcript from Home College in English**

**5. J-1 International Exchange Student DS-2019 Application Form (*Must be typed*):**

Kindly note that this form was just updated with new minimum budgets to be granted a J-1 Visa. Please do not use the old form.

- **New Minimum Budget Per Month: \$3,100**
  - Budget for One Semester: \$12,400 minimum
  - Budget for Academic Year: \$24,800 minimum

**6. Affidavit of Support:**

Kindly note that this form was just updated. Please do not use the old form.

- If the bank account mentioned above in the "bank statement" section is in your parent's name, you **MUST** fill out the Affidavit of Support found in your packet.
- If the bank account is in *your* name, this form is not necessary.

## 7. Bank Statement:

1. The bank statement must be in English.
2. The bank statement must show that either you, your family, or a sponsor has the equivalent of **\$3,100 per month, for the length of your studies at Queens College**, in a bank account. The American embassy requires that incoming international students prove that they can pay for themselves while they are in America. The bank account needs to either be in your name (with your name on the account), in your parent's, or sponsor's account.
  - **Budget for One Semester: \$12,400 minimum**
  - **Budget for Academic Year: \$24,800 minimum**
3. The bank account statement MUST have the full name of the person on the account, the date the account opened, and the amount of money currently in the account (**\$3,100 per month** of study at Queens College).
4. If the Bank account is in your name, you DO NOT need to fill out the affidavit of support form.
5. If the Bank account is in your parent's or sponsor's name, you MUST fill out the **AFFADAVIT OF SUPPORT FORM, attached**.

- 8. Color Copy of Your Passport:** Make sure that your passport will not be expiring soon—it must be valid until at least 6 months after you depart from NY back to your home country.

## 9. Immunization Records Form:

***(Refer to Immunization Record Form Instructions PDF)***

1. Complete and sign Part 1
2. Make sure you check one of the boxes regarding Meningococcal Meningitis
3. Part 2: You must have two doses of MMR (Measles, Mumps & Rubella) instead of just one.
4. Be sure to attach documentation translated in English
5. A Doctor must sign AND STAMP the form

**Do not** make any mistakes on the Immunization Record form. White out will not be accepted on this form.

## 10. Consent & Release Form:

At our events, we take pictures and/or videos of our exchange students that are sometimes posted on Queens College social media accounts and/or on the Queens College website. By signing this form, the students agree that they consent of the use of their photograph by Queens College, CUNY.

- **Study Abroad Program:** [Your School's Name] Exchange Program
- **Place:** Queens, NY
- **CUNYFirst ID:** *(Leave This Blank)*

## 11. Music Major Questionnaire *(if applicable—if not, disregard this form)*

## 12. A Portrait Photo of You *(email this to us with application documents)*:

Please email us a JPEG/PNG image entitled:

- **HOME COUNTRY\_YOUR HOME UNIVERSITY'S NAME\_First Name Last Name\_SEMESTER(S).**
  - **Ex:** SPAIN\_UPF\_John Smith\_SPRING 2026

This should **not** be a passport picture. It can be a selfie or a photograph that someone else took of you. It must be a clear photograph in which your face is fully visible. It must be recent. We will use it for your file.

## 13. Health Insurance:

**You must purchase health insurance for your entire stay in the United States before you travel to the United States.** You will find 2 PDFs with Insurance Requirements & Insurance Providers in the application documents folder.

- **(You do not have to submit this with your application documents; you can submit it in NY)**

You can use an insurance company from your own country or an international company. Here is one suggestion for you:

<http://www.isoa.org/>

Please follow these steps:

- Apply and pay for health insurance online
- If an American address is needed when purchasing insurance, please use the following address:
- 64-80 Kissena Blvd Flushing, NY 11367 U.S.A. (This is the address for the Summit dormitory- the Queens College on campus dormitory)
- Once you have purchased your health insurance, you will receive a bill/receipt. Bring this copy of your paid health insurance bill with you to America. It must be given to the International Student services Office at Queens College.
- If you are buying from a different company, please compare the benefits and make sure you get a good coverage.

## **ARTS AND EVENTS FEE: (\$250 – Mandatory – Due at Orientation)**

The Queens College Study Abroad Office brings students on cultural events & excursions within the boroughs of New York City to Shows, Sports Games, Bowling, Central Park Picnics, Observatories, and more. These events give students a greater understanding of the American culture and allow them to step out of their comfort zones and make friends with local and international exchange students.

- More information about this fee will be provided later on. It will be due on Orientation Day.

**SUBMITTING APPLICATION DOCUMENTS TO QUEENS COLLEGE:**

Please have your Study Abroad Office **email** your application documents to us.

Your home university must **email us a PDF** of your completed application (just one PDF, not several different ones) **& the JPEG/PNG Portrait Photo** by the following date:

**SPRING 2026 Application Deadline:**

**Friday, October 31<sup>st</sup>**

**Kindly place your documents in this order:**

- ☐ Undergraduate Degree Application (*Disregard the \$65 Fee*)
- ☐ Letter from Home College
- ☐ TOEFL/IELTS Original Test Scores
- ☐ Official Transcript Translated in English
- ☐ J-1 Application Form (*both pages*)
- ☐ Affidavit of Support (*if applicable*)
- ☐ Bank Statement in English
- ☐ Color Passport Copy
- ☐ Immunization Records Form with Supporting Documents
- ☐ Consent & Release Form
- ☐ Music Major Questionnaire (*if applicable*)

**Separate File (JPEG or PNG):**

- ☐ Color Portrait Photo JPEG (*not in passport format*)

**PLEASE REMEMBER TO:**

- Combine all of your documents into one PDF using [this website](#)
  - Name the PDF:  
**HOME COUNTRY\_YOUR HOME UNIVERSITY'S NAME\_First Name\_Last Name\_SEMESTER(S)**

Ex: SPAIN\_UPF\_John Smith\_SPRING 2026

- Save the portrait photo as:
  - **HOME COUNTRY\_YOUR HOME UNIVERSITY'S NAME\_First Name\_Last Name\_SEMESTER(S)**

Ex: SPAIN\_UPF\_John Smith\_SPRING 2026