

J-1 Information and Application Packet includes:

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Visa/Immigration section on the
home page (J1/J2 Visa, DS2019 and
Obtaining and Maintaining J1
Visa/Immigration Status sections) ([link](#))**

How to Apply

You must be invited by a Queens College faculty member in order to participate in the Queens College J-1 International Exchange Visitor Program. This includes prospective exchange, researchers, teachers, and students.



If you are a QC faculty member who has invited a prospective J-1 International Exchange Visitor to participate in the QC J-1 Program, scroll down for additional information and an application.

If you are a prospective International Exchange Visitor who has been invited by a Queens College faculty member to participate in the QC J-1 program, scroll down for additional information and an application.

Also see Student/Scholar [Visa/Immigration section](#) on home page including [J1 & J2 Visas](#), [DS2019 for J1/J2](#) and [Obtaining](#) and [Maintaining](#) J Visa/Immigration Status.



International Students and Scholars Office (ISSO)

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.

Listed below, you will find a Queens College International Exchange Visitor Application Form (2 pages). This form is to be completed by the Queens College Faculty Host in conjunction with the intended International Exchange Visitor. The Form 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 DS2019 Form. The Visitor will need the DS2019 Form in order to obtain the J-1 Visa. J-1 Exchange Visitor Program requirements will be enclosed with the DS2019 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. http://www.travel.state.gov/visa/temp/types/types_1267.html
2. <http://www.exchanges.state.gov/education/jexchanges/academic.htm>

If you have any questions, I can be reached by phone: 718-997- 4438 or by e-mail: iss@qc.cuny.edu

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

**QUEENS COLLEGE OF THE CITY UNIVERSITY OF NEW YORK INTERNATIONAL
EXCHANGE VISITOR APPLICATION FORM**

This application form is to be completed by the Queens College Faculty Host, in conjunction with the intended International Exchange Visitor. Return the original to the Provost's Office for signatory approval. Also, return a copy to the Queens College International Students and Scholars Office for issuance of the U.S. Government DS 2019 Form. The Visitor will need the DS2019 Form in order to apply for the J-1 Exchange Visitor's Visa at the U.S. Consulate in his/her home country.

Name: _____
Family First Middle/Maiden

Sex: Male Female **Date of Birth:** ____/____/____ **Born in** ____/____/____
Mo. Day Yr. City Country

Citizen of _____ **Permanent Resident of** _____
Country Country

Visitor's Overseas Home Address: _____

Visitor's U.S. Address: _____

_____ **E-mail Address:** _____

Category of Visitor: Professor Research Scholar Specialist Student J-1 Transfer From Another US Institution.

***Indicate Visitor's field of teaching, research, specialty or study:** _____

Attach a description of the Visitor's proposed activities while at Queens College. Students must attach proof of admissions to Queens College (an acceptance letter from the College and letter from the Queens College Faculty Host). To enroll at the College, student must contact their QC Faculty Host for admissions information, application and procedure.

Name of foreign institution(s) in which Visitor is currently representing: _____

Name of Visitor's current employer and position in his/her country: _____

Initial period covered at Queens College (beginning/ending dates): ____/____/____ to ____/____/____

Visitor Dependent List:

Check appropriate boxes below. List all dependents expected to accompany the J-1 Exchange Visitor.

Husband _____ Date of Birth _____ Country of Birth _____

Wife Name _____ month/day/year

Citizen of _____ Permanent Resident of _____
Country Country

Child _____ Date of Birth _____ Country of Birth _____
Name month/day/year

Citizen of _____ Permanent Resident _____
Country Country

Child _____ Date of Birth _____ Country of Birth _____
Name month/day/year

Citizen of _____ Permanent Resident _____
Country Country

IMPORTANT: ALL J-1 PARTICIPANTS ARE REQUIRED TO OBTAIN MANDATORY J-1 HEALTH, MEDICAL EVACUATION AND REPATRIATION INSURANCE, PRIOR TO ENTERING THE UNITED STATES. If Queens College, the Queens College Research Foundation or some organization is covering your health, medical evacuation and repatriation insurance, submit a letter with this application, from the organization indicating the name and type of insurance they are providing. If you are covering any portion of the J-1 health, medical evacuation and repatriation insurance, also attach proof: i.e. copy of insurance application, proof of payment, etc. For J-1 insurance requirements, information and applications, e-mail us at: iss@qc.cuny.edu

Financial Support: The Visitor will need to demonstrate sufficient financial ability to live, teach or study in New York City. Attach a personal letter and bank statement, scholarship letter, current employer’s letter, Queens College employer’s letter, and/or a letter and bank statement from a financial sponsor (individual or organization) showing \$18,000 per year for living expenses; \$11,000 per year for tuition and fees; an additional \$7,000 for spouse’s living expenses, and \$6,000 for each child’s living expenses.

Attach a letter from each financial sponsor providing financial support, including self, family, friend, employer and/or organization. Include on each letter: the relationship between the Visitor/Dependent(s) and the financial sponsor; the amount the financial sponsor is providing, the dates for which financial support will be given; the purpose it is being given, e.g. for living expenses, tuition, and project research. Self-sponsored applicants and friend or family members must attach a bank statement showing amounts required. All letters from must be notarized. **Letter(s) from institutions must be on letterhead.**

U.S. Government Funding: (If none, write none on the line below.) List U.S. Government Agencies in which Queens College has received grant funding to support the Visitor.

If QC has received U.S. Government grant funding, was the grant specifically awarded for furthering international educational and cultural exchange? _____. **Is the Visitor specifically named in the U.S. Government grant? _____.**

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 Phone # Date

Name/Signature of QC Provost Phone # Date

Please return this form and all attachments to the Queens College International Students and Scholars Office-ISSO, Student Union, Room 327, 65-30 Kissena Blvd., Flushing, NY 11367; Phone - 718 997-4440; Fax - 718 997-4429; E-mail: iss@qc.cuny.edu

J-1 Medical Insurance is a mandatory requirement. Contact the J-1 Responsible Officer at the Queens College International Students and Scholars Office for more information: iss@qc.cuny.edu

U.S. CONSULATE & MANDATORY J-1 ORIENTATION ADVICE:

1. After receiving your DS 2019 Form:

- Go on-line and pay the [SEVIS I-901 Fee](#).
- Make sure you enter the Queens College SEVIS Identification Number found in the upper right hand corner of your DS 2019 (It is the 10 digit number that begins with the letter "N".)
- You will also need to enter the Queens College Exchange Visitor Program Number on your SEVIS I-901 Application. (The Program Number is located in item number 2 of the DS 2019.)
- Print-out your SEVIS I-901 payment receipt.
- Make an appointment to apply for the J-1 Visa at the nearest U.S. Consulate in your home country.
- Purchase the J-1 Medical & Repatriation & Evacuation Insurance.
- Take your passport, SEVIS I-901 receipt, J-1 insurance receipt and proof of financial support with you when you apply for the J-1 Visa.

2. After receiving the J-1 Visa:

- Make travel arrangements.
- Plan to enter the U.S., 12-13 days before the program start date listed in item number 3 of your DS 2019 ("Form Covers Period").
- Enter the U.S. with your passport, J-1 Visa, and the I-94 Admissions Card (given to you at the U.S. Port of Entry).

3. After Arriving in the U.S.:

- Report to the International Students and Scholars Office within 3-5 days of your U.S. arrival. **Failure** to do so can result in lost of your legal U.S. Immigration Status.
- Bring your passport, J-1 Visa, J-1 insurance receipt and I-94 documents to the International Students and Scholars Office within 3-5 days of your arrival so that your U.S. entry can be validated. **Failure** to do so can result in lost of your legal Immigration Status.
- Participate in the mandatory College orientation program held at the International Students and Scholars Office. The program will cover J-1 Visa/Immigration, employment and health insurance requirements.

4. After Participating in the J-1 Orientation Program at Queens College:

- Go to Social Security Office to apply for Social Security Number.
- Go to the Human Resources (Personal Office) to complete tax and payroll forms.

SEVIS I-901 PAYMENT INSTRUCTIONS

All J-1 Exchange Visitors residing outside the U.S. may apply for the J-1 Exchange Visitor Visa by presenting the DS 2019 Form, **the SEVIS I-901 Fee payment receipt** and passport to U.S. Consulate officials.

You may pay the SEVIS I-901 Fee by accessing the U.S. Immigration and Customs Enforcement Website (USCIS) at www.ice.gov/sevis/i901.

The SEVIS I-901 on-line application (I-797) will require you to enter the SEVIS Identification Number found on your DS 2019 Form, above the bar code in the upper right hand corner.

YOU WILL ALSO HAVE TO ENTER THE QUEENS COLLEGE EXCHANGE VISITOR PROGRAM NUMBER ON THE SEVIS I-901 APPLICATION IN ITEM NUMBER 2 OF THE DS2019.

Print your SEVIS I-901 payment receipt and take it, along with your passport DS 2019 to the U.S. Consulate to apply for the J-1 Visa.

J-1 CHECKLIST:

1. Receive invitation letter from Queens College faculty or administrator.
2. Obtain DS 2019 Form from Queens College International Students & Scholars Office: iss@qc.cuny.edu
3. Obtain SEVIS I-901 Payment Receipt.
4. Obtain J-1 Medical & Repatriation & Evaluation Insurance.
5. Obtain J-1 Visa.
6. Make Travel Arrangements.
7. Enter U.S. (Present passport, F-1 Visa, DS 2019 & I-94 Card to U.S. Citizenship and Immigration Office at U.S. Port of Entry.
8. Report to ISSO within 3-5 days after entering the U.S. (Bring passport, DS 2019, F-1 Visa and I-94 Card with you.)
9. Participate in Queens College J-1 Orientation Program at ISSO.
10. Apply for Social Security Number/Card.
11. Complete Queens College Payroll Forms in Human Resources (Personnel) Office.
12. Obtain Queens College Identification Card.
13. **Ta! Da! Go to Work! Or Go to School!**