



# Office of Global Affairs Cover Sheet for Exchange Visitor Request(s)

The completed Exchange Visitor Request materials should be uploaded as PDFs directly to the EVP Consortium site on the ISSS SharePoint page. You will need to create a file folder for each Exchange Visitor under your campus folder. Please send the completed cover sheet directly to the International Student and Scholar Services Manager, Emily Brew, in the Office of Global Affairs to alert them to your request submission by email at [emily.brew@suny.edu](mailto:emily.brew@suny.edu). **Requests must be submitted to the Office of Global Affairs a minimum of 3 months prior to the EV program start date for proper processing.**

Once the DS-2019(s) have been prepared, they will be sent to the Exchange Visitor Advisor for that campus. The campus will be responsible for mailing the DS-2019 and other relevant pre-arrival information to the Exchange Visitor and assisting them with their preparations.

TO: International Student and Scholar Services Manager, Emily Brew  
Office of Global Affairs  
System Administration  
State University of New York

FROM: Exchange Visitor Advisor Name:

Email:

Phone:

CAMPUS:

DATE OF SUBMISSION:

NUMBER OF DS-2019 REQUESTS INCLUDED [Exchange Visitor(s) and Dependent(s) if applicable]:

NAMES OF EXCHANGE VISITORS &  
DEPENDENTS INCLUDED IN THIS  
SUBMISSION:  
(LAST NAME, First Name) (J-1 or J-2)

\*A separate completed Checklist must accompany each Exchange Visitor Request packet for proper and timely processing.