



Office of Global Affairs

Exchange Visitor Request  
Campus Form

This form must be submitted to your Exchange Visitor Advisor to request a J-1 Exchange Visitor to your campus. The sponsoring department should send the "Exchange Visitor Request - Visitor Form" to the prospective visitor to provide the exchange visitor information. Instruct the exchange visitor to return the completed form to the department. This form must be submitted with the other required materials. Please refer to the "Checklist for Exchange Visitor Requests: Students & Scholars" for comprehensive list of required supporting documentation.

Consortium Member Information - to be completed by EVA

Campus:

Exchange Visitor Advisor (EVA):

EVA's E-mail Address:

EVA's Telephone:

Purpose of Exchange Visitor (EV) Program - to be completed by EVA

- New J-1 Exchange Visitor. Please select category requested below:
  - Degree-Seeking Student (3 week minimum stay). Please select level of study below:
    - Associate's
    - Bachelor's
    - Master's
    - Doctoral
  - Non-Degree Student (24 month maximum stay)
  - English Language Student (24 month maximum stay)
  - Short Term Scholar (Research or teaching; 6 month maximum stay; no extensions beyond 6 months)
  - Research Scholar (Primary purpose is research; 5 year maximum stay; 12-month and 24-month bars may apply\*)
  - Professor (Primary purpose is teaching; 5 year maximum stay; 12-month and 24-month bars may apply\*)
  - Specialist (1 year maximum stay)
  - Student Intern (1 year maximum stay); Only available to foreign students currently enrolled and pursuing a degree at a postsecondary academic institution outside the U.S., whose U.S. internship will "fulfill the educational objectives for the student's current degree program at the student's home institution".

\*For Research Scholars & Professors only:

12-Month Bar [22 CFR 62.20 (d) (ii)]: If the EV has been in the U.S. for more than 6 months within the last 12 months in J visa status, they are not eligible to re-enter the U.S. as a J-1 Research Scholar or Professor for a 12-month period. Time spent in J-1 Short Term Scholar category does not count towards the 12-month bar but other J categories do apply. This bar applies to both the J-1 and their J-2 dependents. However, this bar does not prevent them from returning to the U.S. in any other visa status.

24-Month Bar [22 CFR 62.20 (i) (2)]: This bar applies to any J-1 Professor or Research Scholar with program completion on or after 11/18/2006. The 24-month bar restricts the EV from "repeat participation" in those categories for a period of 2 years once their previous professor or research scholar status in SEVIS has been made inactive due to program completion. This bar applies to both the J-1 and their J-2 dependents. However, this bar does not prevent them from returning to the U.S. The 24-month bar is not the same as the Two-Year Home-Country Physical Presence Requirement. Please refer to the "12 and 24 Month Bar Information Sheet" for more information.

- Transfer to your SUNY campus from another EV Program  
Please note: You will also need to complete the required "Transfer In Form for J-1 Student/Scholar"
- Replace a lost DS-2019
- Other Please list: \_\_\_\_\_

**Exchange Activity - to be completed by Department/EVA**

Exchange Visitor's Last Name:

Exchange Visitor's First Name:

Campus Host Department:

CIP Code:  Subject Field:

Exchange Visitor will study/work under the direction of the following individual:

Name & Title:

Full Address:

Telephone:  Email:

Requested Exchange Program Dates (MM/DD/YYYY): Begin Date:  End Date:

Enter the dates of the actual exchange activity. Do not include intended travel times. Exchange Visitors may enter the U.S. up to 30 days before the program start date and must depart no later than 30 days after their program end date. If the EV is not validated in SEVIS within 30 days after the start date, the EV's SEVIS record will become invalid.

While a Research Scholar/Professor may hold J-1 visa status for up to five years, it is recommended that the DS-2019 be requested for only one year at a time to ensure that funding is verified each year. Extended DS-2019 dates may be permitted if funding is provided for the full program of activity.

Briefly describe in clear terms the Exchange Visitor's anticipated activities and how they will meet the educational and cultural exchange:

**Funding Sources and Amounts - to be completed by Department/EVA**

All exchange visitors must submit evidence of financial support. **Documents must be in English and show amounts in U.S. dollars.** Required funding amounts will vary based on campus and EV activity. Any personal funds being used must be documented with a copy of a current official bank statement or letter on official bank letterhead. Holders of a DS-2019 issued by the State University of New York can not be on payroll of any other U.S. institution without advance authorization from the Office of Global Affairs at System Administration.

U.S. Government Agency (Attach support letter on Agency letterhead) Amount

Exchange Visitor's Home Government (Attach official letter noting U.S dollar amount and duration) Amount

International Organization(s) Amount

Other Organizations (Attach support letter on organization letterhead noting funding details) Amount

Personal Funds (Official bank statement required); **If not in U.S. dollars include currency exchange rate** Amount

Campus funding (e.g. housing, stipend, state appointment, exchange agreement, etc. Provide appropriate supporting documentation) Amount

Other (Include letter from sponsor and proof of financial means) Amount

Total Funding

**Please reference the "Exchange Visitor Budget Worksheet" to assist in determining associated costs.**

## Home Campus Declaration and Required Signatures

In compliance with federal regulations governing the J-1 Exchange Visitor Program, we certify that, to the best of our knowledge, that the information contained in this request is true and accurate. Furthermore, we certify:

- 1) That the Exchange Visitor has the financial support listed on this form and that these resources are adequate to complete the program and to support the individual and any accompanying dependents.
- 2) That the Exchange Visitor is authorized to engage ONLY in the activities described on this form, in the Department indicated, and for the length of time indicated.
- 3) That the Exchange Visitor has sufficient proficiency in the English language to participate in this program.

As the home campus and custodian of the scholar/student, we agree that we shall:

- 1) Abide by the terms and conditions of the U.S. Department of State's Exchange Visitor Program as administered by the Office of Global Affairs (OGA) at SUNY System Administration. We also ensure that all policies and procedures established by OGA for participation in the SUNY J-1 Exchange Visitor Program Consortium will be maintained at the home campus.
- 2) Make sure that the scholar's/student's activities are consistent with the program objective(s) as described on the DS-2019.
- 3) Ensure that the scholar/student and any accompanying dependents obtain and maintain health insurance that meets the minimum requirements of the Department of State and State University of New York.
- 4) Notify OGA of any change in the scholar's/student's address via e-mail within ten (10) calendar days of the change of address.
- 5) Notify OGA via e-mail of the completion or termination of the scholar's/student's program within ten (10) calendar days of such a change.
- 6) Monitor the physical work location (site of activity), and the progress and welfare of the scholar/student. Assist him/her whenever necessary in order to ensure successful completion of the program.
- 7) Ensure the home campus remains responsible for the mailing of the DS-2019 and its associated documents to the exchange visitor.
- 8) Ensure requests for DS-2019s are submitted at least three months in advance of the exchange visitor's anticipated program start date. This includes submission of all paperwork and forms, including this form. Requests submitted with less than three months notice may significantly delay the EV's arrival, visa, or DS-2019 processing time.
- 9) Ensure requests for an extension of stay are submitted at least one month prior to the Exchange Visitor's current expiration date.
- 10) Attest that each request is subject to a 100 USD processing fee payable by the home campus to the sponsoring campus, this fee is not refundable in the event the exchange visitor is unable or decides not to pursue his/her proposed activities on the home campus. (NOTE: ARO campuses are subject to a different fee structure and not subject to 100 USD processing fee per request.)
- 11) Ensure the home campus will make appropriate arrangements for the exchange scholar to have a thorough orientation to the home campus, its resources, and the local area.
- 12) Direct all EV related communication with OGA through the campus' Exchange Visitor Advisor or their designate.

### Host Faculty Member/Campus Sponsor:

Name:  Phone:   
Title:  Email:   
Signature Field  Date:

### Responsible Department Representative (Chair, Dean, Director, other):

Name:  Phone:   
Title:  Email:   
Signature Field  Date:

In addition to the above, I agree that I shall also:

- 1) Assist in providing J-1/J-2 immigration advising on basic issues encountered by the student, scholar, or intern.
- 2) Provide advising on such issues as driver's licenses, social security numbers, housing, and any issues that may be deemed more appropriate to handle on local/regional level.
- 3) Ensure that the home campus remains responsible for advising the exchange visitor on his/her J-1 visa application process.

### Campus' Exchange Visitor Advisor (EVA):

Name:  Title:   
Signature Field  Date:

**When approved and created, DS-2019 will be mailed to the campus EVA. The campus is responsible for mailing to the Exchange Visitor with other supporting information including program and campus information.**

For RO/ARO only:

Date Completed Materials Received from Campus:  Date DS-2019 Created:   
Created by: (RO/ARO Name)  SEVIS #:  Date sent to campus: