



April 2011

Dear Hunter College Faculty/Administrator Host  
And International Visitor,

Thank you for your inquiry regarding the Hunter College International Exchange Visitor Program.

The Program assists international visitor students in obtaining and maintaining the J-1 Exchange Visitor Visa and Immigration Status for the purpose of entering the United States to study at Hunter College on a short-term basis.

Listed below, you will find a Hunter College International Exchange Visitor Application Form (2 pages). This form is to be completed by the Hunter College Faculty Host in conjunction with the intended International Exchange Visitor. The Form must be approved by the Hunter College Academic Department Chairperson and the Hunter College, and then returned to the Hunter College International Students 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](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: 212-772-4579 or by email at:  
[intlss@hunter.cuny.edu](mailto:intlss@hunter.cuny.edu)

Sincerely,  
Iris Aroyewun-Birchwood,  
Director, International Students Office, Designated School Official and Alternate Responsible  
Officer

## **EXCHANGE VISITOR APPLICATION INFORMATION**

The following information is required for issuing Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status and to international visitors who will be collaborating with Hunter College faculty as scholars, researchers, professors, or specialists. Please submit all the necessary documents to the International Students Office.

1. Exchange Visitor Application Form signed by the Faculty host, Academic Chair, and Copy of invitation letter from faculty host or department ( Including the Education Abroad)to the Visitor.
2. Visitor's transcript and /or C.V. or resume.
3. Financial documentation which verifies in U.S. dollars how s/he will be supported while here at Hunter College. Financial support related to the visitor's stay must be equivalent to \$1800 per month. An additional \$600 per month must be documented for a spouse, \$300 for a child. In total a Student's total per semester would be \$7200 and \$14,400 for the academic year.
4. Copy of proof of health /medical insurance while Exchange Visitor is attending Hunter College.

ISO will process immigration documents within 5 days of receiving completed information. However, with mail time, consular processing of the visa and other factors, Departments should expect a minimum of six weeks to get a visitor to campus. As per your instruction, we will call you for pick up.

**IMPORTANT:** Once the Exchange Visitor arrives on campus, is it essential that s/he makes an appointment with our office. Copies of documents will be made, which is required by regulation, and a brief orientation/overview of immigration responsibilities will be given if the Exchange Visitor is not available for the group immigration advisement orientation.

**REQUEST FOR DS2019 FORM**

Please complete this form entirely. Once completed, return it to the International Students Office. All necessary documents needed to prove your financial support must be attached. All documents must be translated into English and all currencies into U.S Dollars. Documents that do not comply will not be considered.

**Please PRINT all responses.**

Date: \_\_\_\_\_

Purpose of Form is to:  Begin New Program  Extend current Program  Program Transfer

1. Name (as it appears in passport): \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

2. Telephone: (\_\_\_\_) \_\_\_\_\_  Male  Female

3. U.S. Address: \_\_\_\_\_  
Name of Street City State Zip Code

4. Date of Birth: \_\_\_\_\_  
Month/Day/Year Place Birth(City) Nationality \_\_\_\_\_

5. Legal Permanent Resident of: \_\_\_\_\_ Position in Home Country: \_\_\_\_\_

6. Form Covers period from (month/day/year) \_\_\_\_/\_\_\_\_/\_\_\_\_/ to \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Category:  Student  
 Other (please specify): \_\_\_\_\_

8. Field of Study: \_\_\_\_\_ I will start classes at Hunter on \_\_\_\_/\_\_\_\_/\_\_\_\_

9. Number of Dependents to be covered by Form: \_\_\_\_ Accompany \_\_\_\_ To Follow (if applicable)

➤ **Please continue to the next page**

### Dependent(s) Information

Last Name, First Name	Place of Birth/City of Birth	Date of Birth	Nationality	Relationship to you

### Source of Financial Support

Source	Amount Available in U.S. dollars	Kind of Document Proof attached
Hunter College		
Personal Funds		
U.S. Government Agency(ies)		
Exchange Visitor's Government		
International Organization		
Bi-National Commission		
Other Organization		



If Housing/room and board is being provided by a relative/sponsor in New York, Please attach a letter of confirmation.