

**To: Academic Departments
& Exchange Visitors**

Re: J-1 EXCHANGE VISITOR PROGRAM

Thank you for your interest and inquiry regarding the J-1 (Exchange Visitor) Program at Hunter College. The International Students Office (ISO) assists prospective international students obtain the J-1 Exchange Visitors Visa for the purpose of entering the U.S. to enroll in a short term program at Hunter College.

Enclosed you will find the DS-2019 Request Form for the Certificate of Eligibility needed to request the J-1 Visa. Please follow the instructions for completing the form and submitting the supporting documents very carefully. As indicated, the form must be approved by the Academic Department Chairperson before the request for form DS-2019 can be processed in the ISO.

For additional information or questions about the J-1 issuance process, please contact the International Students Office and ask to speak to the Alternate Responsible Officer, Ms. Iris Aroyewun-Birchwood. You can also email at iaroyewu@hunter.cuny.edu. For general questions, visit the International Students Office or email us at: intlss@hunter.cuny.edu.

The two links below provide detailed information about the J-1 Exchange Visitor Program, as well as the mandatory health insurance requirements.

http://www.travel.state.gov/visa/temp/types/types_1267.html

<http://www.exchanges.state.gov/education/jexchanges/academic.htm>

Sincerely,

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

Information and Procedure for Applying for For J-1 (Exchange Visitor) Status

J-1 Exchange Visitor Program

The J-1 Exchange Visitor Program offers various options to individuals who wish to come to the United States to participate in a particular educational or cultural program. The “*student*” category allows eligible applicants to request the J-1 visa for the purpose of enrolling in an academic program at a U.S. accredited institution of higher learning.

Hunter College Academic Departments and Prospective Exchange Visitors

All J-1 applicants must be officially accepted by Hunter College in a degree or non-degree program of study. The academic department and prospective student must then contact the International Students Office (ISO) to request form DS-2019 (*Certificate of Eligibility for J-1 Status*).

Procedures to Follow:

I. In order to receive form DS-2019, the ISO must receive the following documents:

1. Exchange Visitor DS-2019 Request Form signed by the faculty host and Department Chair
2. Copy of Invitation Letter from faculty or department to exchange visitor
3. Copy of exchange visitor's transcript from school abroad
4. Financial documentation which shows how the prospective student will meet his/her educational and living expenses in the U.S.
5. Proof of health/medical insurance for the period student will remain in the U.S.

II: Academic departments/prospective students must return the completed DS-2019 and supporting documents to the International Students Office at the address listed below.

III. Once the DS-2019 request has been received in the ISO, please allow up to 5 business days for processing. Departments will be contacted to schedule a pick-up. **NOTE:** Visa processing times vary at the consular issuing posts abroad. Therefore, departments should anticipate that a prospective student may need a minimum of 6 weeks to report to the school campus.

III. All exchange visitors (students) admitted to the U.S. are required to attend an orientation meeting, where they will receive information about the school's academic requirements, cross-cultural issues and the available support services. If they have not yet signed up for orientation online, students can report to the ISO with their immigration documents (*DS-2019, passport, current address*) to receive assistance.

Estimate of Living Expenses for Exchange Visitors and their Dependents

Provided below is an estimate of the living expenses for an exchange visitor (student) and for his/her dependents. Students who plan to bring their spouse and/or children will be required to show they have sufficient funds to cover the additional living expenses. In order to be issued the J-2 status, the student's dependents must also fill out a visa application and be able to prove their relationship to the primary visa holder.

Expenses for Exchange Visitor:

a) \$ 3,000	per month
b) \$ 12,000	per semester
c) \$ 24,000	per academic year

Expenses for Dependent (Spouse):

a) \$ 433	per month
b) \$ 2,600	per semester
c) \$ 5,200	per academic year

Expenses for Dependent (Child):

a) \$ 333	per month
b) \$ 2,000	per semester
c) \$ 4,000	per academic year

Health Insurance

Exchange visitors are required to have medical insurance that is 'active' for themselves and their dependents during the period they remain in J-1/J-2 status in the United States. Effective May 15, 2015 at minimum, the insurance must cover the following:

- Medical benefits of at least \$100,000 (U.S. dollars) for each person, per accident or illness
- Repatriation of remains in the amount of \$25,000 (U.S. dollars)
- Expense coverage for medical evacuation in the amount of \$50,000 (U.S. dollars)

Note: The health insurance plan cannot have a deductible that exceeds \$500, and must also meet other requirements specified in the U.S. Exchange Visitor Program regulations: *22CFR Part 62.14*.

Documentation of Funding

All requests for the form DS-2019 must be accompanied by proof of support. The letters/statements must include the current date, the exchange visitor's name, the specific dollar amount to be provided, as well as the beginning and ending dates of the sponsorship. Additionally, all statements showing proof of available funds must be typed on official letterhead and indicate that the sponsorship will be for the exchange visitor's program of study at Hunter College. Sponsors must sign each statement of support. Letters that do not meet these requirements cannot be accepted and may delay the processing of form DS-2019. **Documentation of funding must be translated into English and all currencies converted into U.S. dollars!**

Request for Form DS-2019

(Certificate of Eligibility for J-1 Exchange Visitor Status)

Instructions for Academic Departments & Exchange Visitors: Please type or print clearly the information requested below and return the form with all supporting documents to the International Students Office. If you are assisting a student complete this form, please be sure that the information requested in the *Exchange Visitors* part is current and accurate.

Date: _____

I. DEPARTMENT INFORMATION:

Name of Faculty/Department Member Making Request Title

Department/Campus Location Contact Person Telephone/Extension

II. EXCHANGE VISITOR'S INFORMATION:

Name (as it appears on passport): _____
Last First Name Middle

() Male () Female Date of Birth: ____/____/____ Email: _____

Place of Birth _____ Citizen of _____ Permanent Resident of _____
City Country (if applicable)

Purpose of Request is to: () Begin New Program () Extend Current Program () Program Transfer

Position in Home Country (university student, etc.) _____

This study request form will cover period from (Month/Day/Year): ____/____/____ to ____/____/____

Category: () Student () Other (please specify) _____

Field of Study: _____ I plan to start classes at Hunter College on: ____/____/____

Exchange Visitor's U.S. address (if known): _____
Name of Street City State Zip Code

III. EXCHANGE VISITOR'S DEPENDENTS: This exchange visitor will..

- () Not be accompanied by dependents during his/her Hunter College program
() Be accompanied by _____ dependents upon arrival to Hunter College
() Come alone and later be joined by _____ dependents

J-1 (Exchange Student) Proof of Sponsorship

This form is for sponsors who will provide financial support to the exchange student requesting a J-1 Visa. It must be completed and signed by the person(s) who will provide the student with full or partial financial support. **PLEASE NOTE: Sponsors who will use their personal savings as part of their support must provide an official bank letter, preferably in English, showing the current balance in U.S. dollars.**

SPONSOR #1

I, _____ citizen of _____ and
(Name of sponsor) (Country)

residing at _____
(Street name and number) City/State or Country Postal code

certify that I plan to provide _____, who is my _____, a total
(Name of Student) (Relationship to Student)

of \$ _____ to help meet his/her educational and living expenses in the United States until

_____. Proof of my funds in U.S. dollars are attached. _____
date (Your Signature)

SPONSOR #2 (if applicable)

I, _____ citizen of _____ and
(Name of sponsor) (Country)

residing at _____
(Street name and number) City/State or Country Postal code

certify that I plan to provide _____, who is my _____, a total
(Name of Student) (Relationship to Student)

of \$ _____ to help meet his/her educational and living expenses in the United States until

_____. Proof of my funds in U.S. dollars is attached. _____
(date) (Your Signature)