

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 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: 212-772-4864 or by email at: [intlss@hunter.cuny.edu](mailto:intlss@hunter.cuny.edu) or [iris.aroyewun@hunter.cuny.edu](mailto:iris.aroyewun@hunter.cuny.edu)

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

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 the Hunter College Provost
2. Copy of invitation letter from faculty host or department to the Visitor.
3. Visitor's transcript and /or C.V. or resume.
4. 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 (\$7200 per semester and \$14,400 for the academic year). An additional \$600 per month must be documented for a spouse (\$3600 per semester and \$7200 per academic year). Also in addition, \$300 per month for a child (\$1800 per semester and \$3600 per academic year)
5. **Copy of proof of health /medical insurance while Exchange Visitor is attending Hunter College.**

#### **EXCHANGE VISITOR APPLICATION INFORMATION**

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, it is 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.

## EXCHANGE VISITOR APPLICATION INSTRUCTIONS

- (i) **General Information About Completing Attached Form:** A faculty member or program who wishes to invite foreign visitors to Hunter College for a short term period as a student or to do research should fill out the attached form. The Faculty member should fill out the top portion of the form and guarantee all necessary departmental approval. The form DS 2019 is then prepared in the International Students office and then returned to the Faculty Sponsor to be mailed to the prospective exchange visitor. All completed documentation should be submitted at least six weeks in advance of the anticipated program dates whenever possible.
- (ii) **Exchange Visitor Information:** This Second portion of the form should be completed in full and all responses PRINTED.
- (iii) **Documentation of Funding:** All letters of support for funding should be attached to DS 2019 application. These letters must be typed on letterhead, include the exchange visitor's name, dates of sponsorships, the specific dollar amount in U.S dollars to be provided, indicate the sponsorship is for the exchange visitor's stay at Hunter College, and be signed in the original format with a current date. Letters that do not meet these requirements will not be acceptable. The documented funding must be sufficient to provide for the exchange visitor's support during the period at Hunter College. For personal and private support, an original bank letter and if applicable, an original letter of sponsor's support must be attached also. The funds on deposit must be sufficient for the full length of the exchange visitor's stay.

### Estimate of Living Expenses for Exchange Visitors

The estimate for living expenses for exchange visitors below is listed as a minimum requirement. Exchange Visitors must provide evidence of funding as follows:

**Exchange Visitor: \$1800 per month (\$7200 per semester and \$14,400 for the academic year)**

- (iv) **Exchange Visitor's Dependents:** Dependents of J-1 exchange visitors enter the United States as J-2 Dependents. Documentation of additional funds of support for dependents is required. The Responsible Officer will issue a separate DS 2019 for each dependent listed to enable them to apply for the J-2 visa.

### Estimate of Living Expenses for Dependents

The estimate for living expenses for dependents below is listed as a minimum requirement in addition to the funding showed for the exchange visitor. Exchange Visitors must provide evidence of funding for the dependents as follows:

**Spouse: additional \$600 per month (\$3600 per semester and \$7200 per academic year)**

**Child: additional \$300 per month (\$1800 per semester and \$3600 per academic year)**

**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: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I. DEPARTMENT INFORMATION:**

\_\_\_\_\_  
Name of Faculty Member Making Request Title

\_\_\_\_\_  
Department/Campus Address/Extension Contact Person Extension

**II. EXCHANGE VISITOR'S INFORMATION:**

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 Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month/Day/Year

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

4. Place of Birth \_\_\_\_\_ Citizen of: \_\_\_\_\_  
(CITY) (COUNTRY)

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. 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 at first and be joined by \_\_\_\_ dependents later

➤ 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.

**Insurance:** Exchange Visitors are required to have medical insurance in effect for themselves and any accompanying spouse and minor children on J Visas for the duration of their exchange program. At a minimum, insurance coverage shall include: (1) medical benefits of at least U.S. \$50,000 per person per accident or illness; (2) repatriation of remains in the amount of U.S. \$7500; and (3) expenses associated with medical evacuation in the amount of U.S. \$10,000. A policy secured to fulfill the insurance requirements shall not have a deductible that exceeds U.S. \$500 per accident or illness, and must meet other standards specified in the Exchange Visitor Program regulations, 22 CFR Part 62.14.

## **DS 2019 APPLICATION CHECKLIST**

- ☐ Completed application form for DS 2019
- ☐ Funding Documentation
- ☐ Transcripts
- ☐ Dependent Information, if applicable
- ☐ Completed Medical Insurance enrollment form

**PLEASE RETURN ALL THE ABOVE DOCUMENTS TO:**

**THE INTERNATIONAL STUDENTS OFFICE  
ROOM 1109 EAST  
HUNTER COLLEGE  
695 PARK AVENUE  
NEW YORK, NEW YORK  
10065**