



Checklist for Exchange Visitor Request: Students & Scholars

Exchange Visitor/Group Name:

In order to issue a DS-2019 for a student or scholar, the following items must be submitted:

- ☐ Cover Sheet for Exchange Visitor Request(s) - to be completed by EVA
- ☐ Copy of Completed Checklist (accompanying required materials)
- ☐ Exchange Visitor Request - Campus Form
- ☐ Exchange Visitor Request - Visitor Form
- ☐ Supporting Financial Documentation (including budget worksheet, employment/sponsor letters, bank statements)
- ☐ Medical Insurance Attestation
- ☐ Documentation of English Ability (including English Proficiency Verification Form and supporting documentation)
- ☐ Copy of Biographical Page of Passport
- ☐ Copies of All Current and Previous U.S. Visa Stamps..... ☐ N/A
- ☐ Copy of Exchange Agreement, if not already on file with consortium (If applicable)..... ☐ N/A
- ☐ Copy of Current Immigration Documentation (e.g. DS-2019 and I-94), if Student/Scholar is currently in the U.S..... ☐ N/A
- ☐ Exchange Visitor Request Payment Form (*not applicable for ARO Campuses*)..... ☐ N/A
- ☐ Exchange Visitor (EV) Notes uploaded to EV SharePoint Folder

For Scholar Only:

- ☐ Invitation Letter from sponsoring faculty member/department describing research or teaching to be undertaken, including:
 - Reference the Specific J Category (i.e. short term scholar, research scholar, professor) in addition to any campus title
 - Dates of Program Activity and Description of Scholar's Program of Activity/Professional Obligations
 - Name of Scholar's Immediate Supervisor and Department
 - Description of Facilities and Equipment to be provided for Scholar's use (e.g. office/lab space, computer, phone, etc.)
- ☐ Copy of CV/Resume (in English)

For Student Only:

- ☐ Acceptance Letter on campus letterhead from SUNY host institution describing student's academic program objectives

For All Dependents: (Please reference Exchange Visitor Guide for Campuses for information on dependent eligibility.)

- ☐ J-2 Dependent Request Form
- ☐ Copy of Dependent's Biographical Page of Passport

For Child Dependents Only: ☐ Copy of Birth Certificate

For Spouses Only: ☐ Copy of Marriage Certificate

SPECIAL NOTES:

- * Please be sure that all documents have the same spelling of the Exchange Visitor and/or dependents which must match their Passports. Any variation will delay processing.
- * Any changes in program objectives (e.g. change of major, research objective) **MUST** be approved by the Office of Global Affairs (OGA), SUNY System Administration before it can become effective.
- * To allow ample time to prepare your Exchange Visitor to receive their DS-2019, obtain their visa and make timely arrival plans, **please submit documentation to OGA at least 3 months before anticipated program start date.** This means that you will need to work with your campus department involved as early as possible to meet this required time line. While not all requests may take the three months to process, it is essential to plan in advance to allow the best possible preparation for your Exchange Visitors to arrive on your campus.