John Jay College has authorization to extend visa sponsorship to foreign professors, researchers and short-term scholars to promote “mutual understanding between Americans and the citizens of other countries.” In order to participate in this program, candidates must be professionals in their fields, e.g., foreign faculty or professionals, whose careers will benefit from the proposed program at John Jay and whose experience will enhance the faculty of the host department. Positions must be temporary in nature. J-1 visitors entering as professors or research scholars may not have been in the United States during the past 12 months for more than 6 months as a J-1 participant; during the past 24 months as a J-1 professor or research scholars and they may not be on tenure track.

It is the host department’s responsibility to review candidate’s vitae, references, publications, objectives and to identify the means of providing a mutually beneficial program. Naturally, the scholar and the host department must have compatible academic and research interests. The department may also want to identify ways in which the scholar can further contribute to the department, e.g. seminars or special lectures. Scholars may receive payment from John Jay for services. Authorization to receive payment from other institutions is allowed if incidental to the positions at John Jay. Federal regulations require that written permission be obtained from the academic department and the International Programs & Studies Office prior to services being rendered outside of John Jay.

The host department must also determine that the candidates have adequate English language skills to achieve the stated educational objectives. If proficiency is not known, departments should ask prospective scholars to submit score reports from the Test of English as a Foreign Language (TOEFL). The minimum acceptable score is 550.

Finally, before visa documentation can be issued, John Jay must obtain documentation that the scholar has financial resources sufficient to meet living expenses. Acceptable documents include a copy of the departmental employment contract, bank statements in U.S. dollars or letters, in English, from sponsoring institutions. Living expenses are estimated to be at least $18,000/year. Scholars must show an additional $5,000 if accompanied by a spouse and $3,000 for each accompanying child, per year.
Request for DS-2019/J1
Visa Sponsorship

To be completed by the John Jay College Department sponsoring international professors, research scholars and short-term scholars on a J-1 visa.

At least one month prior to the visitor’s proposed appointment date (including extensions), please complete this form with signatures, attach any required documents and mail or fax to:

International Studies and Programs, 1101N
Attn: Maureen Brady Coyle
Tel: 212-484-1339
Fax: 646-557-4749

Note:
1) The stay of a J1 exchange visitor coming to the U.S. as a Professor or Research Scholar is limited to 5 years including previous continuous time spent at another institution under the J-1 status. Also, the J applicant might be affected by either the 12 month or 24 month bar or 212e.
2) The stay of a J1 exchange visitor coming to the U.S. as a Short-Term Scholar is limited to 6 months.
3) Applications for J-1 status appointed to a tenure or tenure-track position will not be accepted.

A. SPONSORING DEPARTMENT AT JOHN JAY COLLEGE
1. Department:________________________________________
2. Address:___________________________________________
3. Sponsoring Faculty Member (please print):__________________________
4. Signature of Associate Provost for Research:
   ___________________________________________________________________

B. MAILING OF DS-2019 TO SCHOLAR (VIA UPS)
1. Address where International Programs & Studies should mail DS-2019:
   Address Line 1_____________________________________________________
   Address Line 2_____________________________________________________
   City_________________________________Postal Code___________________
   Province_____________________________Country_______________________
2. Destination telephone number:____________________________________
Email address: _____________________________________

C. SCHOLAR INFORMATION

1. __Male___ Female __ (family name) (given name) (middle)

***AS IT APPEARS IN PASSPORT***
PLEASE ATTACH COPY OF THE PICTURE PAGE OF YOUR PASSPORT

2. Born_____________ in___________________,______________________
   (month/day/year) (city) (country)

3. Single ____ Married _____
   If married, will spouse accompany scholar and need J-2 status? No___ Yes___.
   Will children accompany scholar and need J-2 status? No___ Yes ____.
   NOTE: If you answered “yes” to either of the questions above, please see page 4.

4. Country of citizenship: ____________________________________________
   Country of legal permanent residence: ________________________________

5. Highest degree obtained: ___________ in what field?  ________________________________

6. Current occupation in home country: ________________________________
   (if undergraduate or graduate student, indicate so)

7. Current employer in home country (if applicable): ____________________________

8. Has appointee previously visited John Jay College? No___ Yes ____
   If yes, when and which visa type(s)? ________________________________

9. **If this appointee has ever been in J-1 status in the U.S., please list the dates**
   **(category and length) and purpose of stay within the last 2 years-if none-enter**
   **“none.” DO NOT LEAVE THIS QUESTION BLANK!**

   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

10. If appointee is already in the U.S. and will not be leaving before the begin date of the
    appointment at John Jay, please provide the following:
    -Current visa status? (B1/B2, WB/WT, F-1, J-1, etc.) __________________________
    -Please attach a photocopy of the front and back of his/her I-94 card (as well as those of any
      accompanying family members). If currently on a J-1 visa and transferring to John Jay, attach a
      photocopy of all of his/her pink IAP-66 forms related to the current J-1 program.
D. APPOINTMENT AT JOHN JAY

This is ________ a new J-1 appointment ______ a J-1 extension ______ a transfer of J-1 status from another institution.

1. FOR EXTENSIONS ONLY: Please submit a photocopy of appointee and any J-2 dependents’ current I-94 card(s).
2. Does he/she plan to travel outside the U.S. before the beginning date of his/her next appointment? No _____ Yes _____

3. Official University Title: ____________________________________________________________

4. Brief description of duties and in what field: ______________________________________________

5. Length of appointment for which funding is available [limit 5 years]:
   To being: ___________________ To terminate: ___________________
   (month/day/year) (month/day/year)

E. FINANCIAL SUPPORT FROM ALL SOURCES WHILE AT JOHN JAY

NOTES:
- Amount must be confirmed in U.S. dollars.
- Appointees should be given or prepare to have a minimum of $2,000/month for living expenses and an additional $650/month for spouse and $300/month per child, assuming they are receiving health insurance and more if they are not.
- Please attach current supporting financial documents in U.S. dollar amounts

Check below all applicable means of support and indicate amounts:

A. _____ John Jay College (including funding from grant money awarded to John Jay)
   U.S. $ ______________ per __________________
   (amount) (period)

B. _____ The Exchange Visitor’s Government
   U.S. $ ______________ per __________________
   (amount) (period)

   Name of the Government Agency: ____________________________________________

C. _____ Other sources (e.g. employer, relative)
   U.S. $ __________ per__ _____
   (amount) (period)

   Name of the sources _________________________________________________________

D. _____ Personal Funds
   U.S. $ ______________ per __________________
   (amount) (period)
THIS SECTION SHOULD ONLY BE COMPLETED BY J-1 APPLICANTS WITH ACCOMPANYING DEPENDENTS THAT WILL REQUIRE J-2 VISAS

Spouse

1. ___________________________________________ Male _____ Female (family name) (given name) (middle) ****AS IT APPEARS IN PASSPORT****

2. Born ___________________ in ___________________, _______________________
   (month/day/year) (city) (country)

3. Country of citizenship: __________________________________________________________

   Country of legal permanent residence: _____________________________________________

Child 1

1. ___________________________________________ Male _____ Female _____
   (family name) (given name) (middle) ****AS IT APPEARS IN PASSPORT****

2. Born ___________________ in ___________________, _______________________,
   (month/day/year) (city) (country)

3. Country of citizenship: _________________________________________________________

   Country of legal permanent residence: _____________________________________________

Child 2

1. ___________________________________________ Male _____ Female _____
   (family name) (given name) (middle) ****AS IT APPEARS IN PASSPORT****

2. Born ___________________ in ___________________, _______________________,
   (month/day/year) (city) (country)

3. Country of citizenship: _________________________________________________________

   Country of legal permanent residence: _____________________________________________

****PLEASE USE THE BACK OF SHEET FOR ADDITIONAL DEPENDENTS.****