

## J-1 Exchange Visitor Request Instructions



If the IPO determines that the J-1 Exchange Visitor visa is the appropriate one for the visitor, the host department should complete the Exchange Visitor Request Campus Form, then issue an invitation, and obtain the required forms from the visitor, and submit all required documents **at one time, as one package** to the IPO. Please do not have the visitor send these documents directly to the IPO. Please submit your request at least three months in advance of the visitor's expected arrival date, to allow sufficient time for their visa application.

**Step 1: English Proficiency Assessment.** The U.S. Department of State now requires J-1 sponsor institutions to verify that prospective exchange visitors possess “sufficient proficiency in the English language, as determined by an objective measurement of English language proficiency, successfully to participate in his or her program and to function on a day-to-day basis” [22 CFR 62.11(a)(2)]. The host department is responsible for verifying that the prospective visitor is eligible for J-1 status under this requirement on the **English Proficiency Verification Form**, which offers several alternatives for verifying proficiency. Please see the English Proficiency Information Sheet for more details.

**Step 2: Department Forms.** After verifying the prospective exchange visitor's English language proficiency, please complete and send the required department forms to IPO at Old Main Room 219:

- Exchange Visitor Request – Campus Form** (attached). Please complete the top section page 2 of the form. The IPO will complete the funding section. The faculty mentor/host, department chair, and dean should sign page three. (Note: The chair and dean should sign on the same line titled “Responsible Department Representative”).
- An appointment or invitation letter** *on department letterhead*, signed by the chair or dean. The letter should include the appointment/program beginning and end dates, the name of the visitor's immediate supervisor or department mentor, program objectives and/or professional duties, salary (if applicable), and description of the facilities and equipment that will be provided to the visitor (e.g., office/lab space, phone, computer, etc.). Appointment letters are required by Human Resources as part of the hiring process for paid positions.

**Step 3: Exchange Visitor Forms.** After you have confirmed your chair's and dean's approval for hosting the visitor, please send the prospective visitor the Exchange Visitor Information Packet, which asks them to complete and send the listed documents to you.

- Exchange Visitor Request – Visitor Form** (attached). Please ask the prospective exchange visitor to complete this form and return it to you.
- Medical Attestation Form** (attached). The prospective visitor must have insurance that meets minimum SUNY and federal requirements, listed on the form. If they will be

employed by SUNY Cortland and will receive insurance as a benefit, they can check the first box. If they will need to purchase SUNY international insurance, they should check the second box. If their current insurance covers the minimum requirements, they should check the third box.

- If a spouse or one or more children under the age of 21 will be accompanying the scholar, the scholar should complete a **J-2 Request form** and provide proof of sufficient funding for the family members. Unmarried partners are not eligible for the J-2 visa; however, the IPO can advise the scholar on an alternative visa type.
- A copy of his or her **curriculum vitae** written in English.
- Copy of the identification/photo page of his or her valid passport**
- Proof of sufficient funding** in support of the visit (please consult with the International Programs Office about the estimated expense budget).
- If the scholar has been in the U.S. before, he or she will need to provide **copies of any previous U.S. visas or immigration documents**.

#### **Step 4: Contact Human Resources about personnel procedures.**

- Paid Appointments:** If you intend to hire the exchange visitor as an instructor or to another paid appointment, please contact the Human Resources Office at 607-753-2302 about appointment procedures before extending a formal invitation or appointment letter to the exchange visitor.
- Unpaid Appointments:** If the exchange visitor will not be paid by SUNY Cortland, please provide a copy of the **Volunteer Appointment Form (Form 13)**, the original of which should be submitted to Human Resources. <http://www2.cortland.edu/offices/hr/forms/>.