

**REQUEST FOR DS-2019/J1  
VISA SPONSORSHIP**

**To be completed by the Brooklyn College Department sponsoring international professors and research scholars on a J-1 visa.**

At least two months prior to the visitor's proposed appointment date (including extensions), please complete this form with signatures and send it with a copy of the invitation letter, the picture page(s) of all passport(s) (J1 and any J2 dependents), supporting financial document(s) in U.S. dollar amounts, and the completed "English Proficiency form" to:

Office of International Student Services  
2900 Bedford Ave., West Quad 235  
Attn: Ryan Buck  
Tel: (718) 951-4477  
Fax: (718) 951-4287  
Email: [RyanBuck@Brooklyn.cuny.edu](mailto:RyanBuck@Brooklyn.cuny.edu)

**NOTE:**

- The stay of a J exchange visitor coming to the US as 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. Please contact the Office of Human Resources for more information about these limitations and requirements.
- Applications for J-1 status appointed to a tenure or tenure-track position will not be accepted.

**A. SPONSORING DEPARTMENT AT BROOKLYN COLLEGE**

1. School: \_\_\_\_\_ Dept. \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Sponsoring Faculty Member (please print): \_\_\_\_\_
4. Signature of sponsoring Faculty Member: \_\_\_\_\_
5. Signature of Dept. Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_
6. Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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**B. MAILING OF DS-2019 TO SCHOLAR (VIA UPS)**

1 Address where DS-2019 should be mailed.

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Province \_\_\_\_\_ **COUNTRY** \_\_\_\_\_

2 Destination telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**C. SCHOLAR INFORMATION**

1. \_\_\_\_\_ **Male** **Female** \_\_\_\_\_

(Family name) (Given name) (Middle)

**»»As it appears in passport««**

*Please attach a copy of the picture page of passport.*

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)

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

8. Has appointee previously visited Brooklyn College? No \_\_\_ Yes \_\_\_

If yes, when and on 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

Brooklyn College, please provide the following:

- a) Current visa status? **(B/B2, WB/WT, F-1, J-1, etc.)** \_\_\_\_\_
- b) 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 Brooklyn College, attach a photocopy of all of his/her pink IAP-66 forms related to the current J-1 program.

**D. APPOINTMENT AT BROOKLYN COLLEGE**

This is \_\_\_ a new J-1 appointment \_\_\_ 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. FOR EXTENSIONS ONLY: Does he/she plan to travel outside U.S. before the begin 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 Begin: \_\_\_\_\_: To Terminate: \_\_\_\_\_

(month/day/year)

(month/day/year)

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**E. FINANCIAL SUPPORT FROM ALL SOURCES WHILE AT BROOKLYN COLLEGE**

NOTES:

- Amount must be confirmed in U.S. dollars.
- Appointees should be prepare to have a minimum of \$2000/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. \_\_\_\_ Brooklyn College (Including funding from grant money awarded to Brooklyn College):

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 source \_\_\_\_\_

D. \_\_\_\_Personal Funds: U.S. \$ \_\_\_\_\_ per \_\_\_\_\_  
(amount) (period)

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson's Approval

\_\_\_\_\_  
Date

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**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««**

*Please attach a copy of the picture page of all passports*

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.**