

### **Responsibilities to consider when inviting J1 Exchange Visitors to Academic Departments at Brooklyn College**

International Research Scholars, Short Term Scholars or Professors invited to Brooklyn College to participate in our College Exchange Visitor program can enrich our faculty, staff and students in many ways. A well-designed and supportive experience for the Exchange Visitor involves a commitment of departmental time and physical resources to create a positive experience. Prior to inviting an Exchange Visitor to become part of your department community, consider the responsibilities below with the department chair and the dean. All requests for an Exchange Visitor should be made to the dean, via the department chair.

#### **Responsibilities to Consider:**

The department sponsor carries the principal responsibilities of hosting an Exchange Visitor.

- The Exchange Visitor can fall into one of three categories – the Research Scholar, Short term Scholar or Professor category. The primary activity they will be engaged in – research or teaching – will determine which category to be selected.
- What are the specific dates that the Exchange Visitor will be at Brooklyn College? Who in your department will be available to assist the Exchange Visitor during that period (including summer, vacation and religious holiday periods) or when the sponsor is not directly available?
- What is the nature of the activities to be engaged in? Sponsors should develop an abstract outlining all the details. Will the Exchange Visitor observe classes in the department? Will observations be on a random basis or will she/he attend the entire semester? Will the Exchange Visitor's activity consist of library/internet research only? What classes if any, will the Exchange Visitor teach? Who will monitor the visitor's work/classes and how will it be monitored? Will the visitor prepare and submit progress reports to Brooklyn College or to her/his home institution? Or both? If so, how frequently? Monthly/quarterly/semester? Will any other faculty members in your department assist/support the visitor?
- What special needs does the Exchange Visitor have(s)? Will there be any dependents and/or children (J-2)? If the visitor is a child dependent (J-2), please remind them to make the necessary arrangements regarding schooling, immunizations, and day care (before and after school) if necessary.
- The sponsoring department is responsible for office/lab space. What office space/research facilities will be made available for the visitor? Will the department provide a computer with internet access? Exchange Visitor may obtain a B.C. email address by filing an application with ITS. The sponsor must sign the application for processing.
- How will the Exchange Visitor be integrated into your departmental activities, both on and off campus and bring value added to departmental activities and international objectives?
- Which offices and people on campus will be able to assist in providing support to you in hosting an Exchange Visitor? Discussion with these offices is recommended.
- Please be aware that the regulations require sufficient evidence of financial support for all expenses, including additional financial support for any accompanying family members. Visitors should be prepared 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 supporting financial document in U.S. dollar amounts.

- The Exchange Visitor and his or her accompanying family members must maintain health insurance, which provides coverage for sicknesses or accidents during the entire J-1 period of time of stay. A proof of coverage certificate must be filed with ISS upon arrival of the Exchange Visitor.
- The department sponsor must determine that the individual has the appropriate academic credentials (especially if they are teaching as an Adjunct), as well as English proficiency and will need to certify this by filling out the “English Proficiency Form”. To obtain a form contact Keisha Wilson at 718-951-5000 ext. 3833 or email [Keisha.Wilson@brooklyn.cuny.edu](mailto:Keisha.Wilson@brooklyn.cuny.edu).
- The department sponsor is required to assist the Exchange Visitor to settle in the area as part of the regulatory “**mandatory orientation**” process. This includes providing them pre-arrival information and helping them post-arrival in learning about Brooklyn College facilities - such as how to access the library and required research facilities. They should also be available to help with problem solving during the stay of the Exchange Visitor. The faculty sponsor should be present (not on sabbatical) during the visitor’s scheduled stay. However, the sponsor can designate another faculty member to assume responsibility in his or her temporary absence.

Once the department has considered all the sponsor responsibilities, they can send the invitation letter to the visitor and proceed with the “REQUEST FOR DS-2019/J1 VISA SPONSORSHIP” form. ISS will need the documentation below in order to process the DS-2019:

1. Completed “REQUEST FOR DS-2019/J1 VISA SPONSORSHIP” form – with all the necessary signatures.
2. A copy of the formal invitation letter from the Department to the Visitor. The letter should specify the beginning/ending dates of stay, host department, faculty collaborator/mentor, and details of the research to be conducted.
3. A copy of the picture page of all passports (J1 and any J2 dependents).
4. Completed “English Proficiency Form”.
5. Please attach supporting financial document in U.S. dollar amounts.