

## Exchange Visitor Program: Key Terms

The **Short-term Scholar** category permits individuals to come to the U.S. University for short-term academic exchange for the purpose of lecturing, consulting or research. SUNY Canton's goals for visiting scholars are:

- To bring an international dimension into SUNY Canton classrooms through co-teaching with faculty mentors;
- To undertake collaborative research with a faculty mentor and present research findings to the campus community;
- To contribute to the College's academic life by presenting guest lectures, presentations or faculty seminars; and
- To connect with the international student population by engaging in activities and events sponsored by the International Office.

**DS-2019:** This form, also called a "*Certificate of Eligibility for Exchange Visitor (J-1) Status*," is the basic document used in the administration of the exchange visitor program. It permits a prospective exchange visitor to seek an interview at a U.S. embassy or consulate in order to obtain a J visa to enter the United States. It also identifies the exchange visitor and their designated sponsor and provides a brief description of the exchange visitor's program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program.

**J-1 visa:** This is a non-immigrant visa issued by the United States to exchange visitors participating in programs that promote cultural exchange.

**SUNY Exchange Visitor Program (EVP) Consortium:** SUNY Canton is part of the SUNY EVP Consortium; subsequently, the DS2019 is completed by SUNY Global. SUNY Canton's International Office is responsible for submitting the request to be submitted SUNY Global to have the DS2019 processed. To allow ample time to prepare for the Exchange Visitor to receive their DS-2019, obtain their visa and make timely arrival plans, it is recommended that documentation to SUNY Global be submitted **3 months before the anticipated program start date**. This means that the faculty mentor should work with the Exchange Visitor Advisor (EVA) as early as possible to meet this required time line. While not all requests will take the three months to process, it is essential to plan in advance to allow the best possible preparation for the Exchange Visitor's arrival.

**EV:** Exchange Visitor, commonly referred to as the scholar

**EVA:** Exchange Visitor Advisor, International Programs staff member

## Detailed Workflow

### **STEP 1**

**Faculty Mentor obtains sponsoring Department and Dean Approval**

- Completes signatures at the end of this document
- Provides copy to the Department, Dean and International Office



### **STEP 2**

**Faculty Mentor emails Invitation Forms to EV.** Forms include:

- [Invitation Letter \(Template A\)](#)
- [Exchange Visitor Request – Visitor Form \(Template B\)](#)
- [Budget Worksheet \(Template C\)](#)
- [Medical Insurance Attestation \(Template D\)](#)



### **STEP 3**

**EV emails completed Invitation forms and required supplemental documentation to Faculty Mentor.** Forms include:

- [Invitation Letter \(Template A\)](#)
- [Exchange Visitor Request – Visitor Form \(Template B\)](#)
- [Budget Worksheet \(Template C\)](#)
- Supporting employment/sponsor letters and bank statements
- [Medical Insurance Attestation \(Template D\)](#)
- Copy of Biographical Page of Passport
- Copy of CV/Resume (translated to English)
- Copies of All Current and Previous U.S. Visa Stamps (If applicable)
- Copy of current immigration Documentation (If applicable)
- If Bringing Dependents:
  - [J-2 Dependent Request form \(Template E\)](#)
  - Copy of Biographical Page of Passport(s)
  - Copy of Birth Certificate for Child dependent **(translated)**
  - Copy of Marriage Certificate for spouse **(translated)**



#### **STEP 4**

**Faculty Mentor emails Step 3 materials and the following forms to the EVA (cc Dean):**

- [Exchange Visitor Request Form – Campus Form \(Department section only\) \(Template F\)](#)
- Copy of Exchange Agreement, if not already on file with consortium (If applicable)



#### **STEP 5**

**EVA compiles DS-2019 request, adding the following documentation before submitting to SUNY Global (via SharePoint):**

- [Copy of Completed Checklist \(Template G\)](#)
- [Exchange Visitor Request Payment Form \(Template H\)](#)  
[Cover Sheet for Exchange Visitor Request \(Template I\)](#)



#### **STEP 6**

**EVA prepares for arrival**

- [Sends EV Checklist for Checklist for Pre-Arrival, Check-In and Departure \(Template J\)](#)
- Provides housing options, assist with arrangements
- Completes International Health Insurance registration (if applicable)



## **STEP 7: ARRIVAL**

### Faculty Mentor

- Picks up exchange visitor(s) at airport/bus station and takes them to their residence. Assists them with getting settled into their housing as appropriate (Provide tour of campus.)
- Orients to campus services (Library, Helpdesk, etc.).
- Serves as scholar's primary contact during the visit:
  - Ensures that the visitor is well integrated into the academic and social activities of the department.
  - Organizes, when possible, a departmental, school, or campus reception or presentation designed to introduce the visitor to his/her colleagues.
  - Invites and accompanies the visitor to cultural events on campus, when possible.
  - Helps arrange visits to workshops, classes, and student events of interest to the exchange visitor by reaching out to other departments/faculty. Reports any changes to visitor arrival or program dates immediately to the Exchange Visitor Advisor.

### Sponsoring Department

- Prepares office/work space:
- Requests computer and email set up
- Requests access to campus learning management System
- Requests phone set up and pin number for outside calls]
- Submits key request to building and office

### EVA

- Conducts orientation meeting
- [Has EV complete Exchange Visitor Arrival Form \(Template K\)](#)
- Provide resources and support for cultural adjustments, such as:
  - Guidance on purchasing items upon arrival
  - Campus and community transportation; driving in the US
  - Practical inquiries such as where to purchase a cell phone
  - Overview of American and campus culture
- Works with faculty mentor to engage scholar with student international initiatives and activities



**Step 8: Pre - Departure**

EVA

- Assist visitor with preparations for departure (e.g. campus processes, housing, airport transportation, etc.)
- Confirms EV's departure date prior to the end date on the immigration documents – request adjustment if necessary
- [Have EV complete EV Departure Form \(Template L\)](#)

Faculty Mentor

- Arranges a closing meeting with those involved in the visit, including the Exchange Visitor Advisor, Dean of sponsoring department, and Faculty Mentor.
- Takes EV to departure destination



**Step 9: Post- Departure**

Faculty Mentor

- Conducts a written evaluation at the end of the program for the Exchange Visitor Advisor.
- Encourages exchange visitor to complete the “Exchange Visitor Feedback Form” available on the SUNY J-1 Exchange Visitor website: <http://global.suny.edu/oip/iss/exchangevisitors.cfm>.
- Sends a note of appreciation to the visitor for his/her participation and contributions to the campus community.

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Sponsoring Department

Date

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Dean

Date

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Faculty Mentor

Date

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Overview of Workflow

