

Lehman College

Visiting Professors & Research Scholars

Lehman College is authorized by the Department of State to issue sponsorship to foreign professors, researchers, and short-term scholars to promote "mutual understanding between Americans and citizens of other countries." In order to participate in this program positions must be temporary in nature. **J-1 visitors entering as professors or research scholars may not have been in the USA during the past twelve months (for more than 6 months as a J-1 participant) and /or during the past 24 months as a J-1 professor or research scholar. These visitors may be subject to the 12 month or two year bars imposed by the State Department.**

Before visa documents can be issued, the International Student Services Office must obtain documentation that the J-1 applicant has sufficient financial resources 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 the sponsoring institution.

The J-1 Exchange Visitor program regulations require all participants and their J-2 dependents to maintain health insurance coverage that meets regulatory minimum levels. The exchange visitor must purchase coverage or submit an insurance waiver form upon arrival. To qualify for a waiver, the policy must provide benefits of at least \$50,000 for medical, repatriation in the event of death or disability of \$7,500 and expenses associated with medical evacuation in the amount of \$10,000. Willful failure on the part of the J-1 visitor to maintain the required insurance may result in the withdrawal of the program's sponsorship and reporting of the visitor to the Department of State.

Attached is a visiting scholar data collection form. The completed data collection form, along with a detailed letter from the department stating financial support, academic background, specific area of research, begin and end dates, should be submitted to the Department Chair and then to the Dean, with final approval from the Provost Office. The file will then be forwarded to the International Student Services Office for issuance of visa related documents. It is important for timely issuance of visa documents that all forms are filled out completely.

Any questions or further guidance, please call Ann O'Sullivan at 718-960-7274.

Professors & Scholars
J-1 Data Collection Form
LEHMAN COLLEGE
International Student Services Office
Shuster Hall/ Room 210

Please attach a copy of your passport to this form.

Family Name: _____ First Name: _____

Gender: Male ___ Female ___ Date of Birth: (month/day/year) _____

Country of Birth: _____ City of Birth: _____

Country of Citizenship: _____ Country of Legal Residence: _____

Address in the USA: _____

Address in Home Country: _____

Field of Study: _____

Area of Research: _____

If you have ever been in the USA in J-1 status, please list the dates, category, length and purpose of stay (within the last two years)

Dates: _____

Category (Professor/Scholar/Student): _____

Length of Program: _____

Purpose of Stay: _____

Dependents who may wish to accompany you to the USA, please complete information on the back.

Spouse or Children Accompanying to USA
Copies of Passports must be attached.

If your spouse or children will accompany you to the USA, please provide the information requested below:

<u>Family Name:</u>	<u>First</u>	<u>Date of birth</u>	<u>Country of Birth</u>	<u>City of Birth</u>

<u>County of Citizenship</u>	<u>Country of Legal Residence</u>	<u>Relationship to J-1.</u>

Please report to the International Student Services Office when you arrive at Lehman College. You will be required to provide copies of your J-1 visa, I-94 card, processed DS-2019 form, and proof of health insurance. The same information will be needed for dependents.
