J-1 Exchange Visitor Status for Visiting Research Scholars and Faculty

INSTRUCTIONS. For persons who have been invited as a visiting research scholar or appointed as a professor at Teachers College, submit this form to the Office of International Services (OIS) to request TC sponsorship for a J-1 Exchange Visitor visa.

The following documents must be received by the OIS before a J-1 visa certificate can be issued:

☐ Certified financial documents. Visiting research scholars who wish to apply for J-1 Exchange Visitor status must document financial resources of at least $2,000 for each full month of residence at Teachers College. This is our estimate of the minimum living allowance required for a single person living in modest local accommodation. Additional funds in the amount of $1,000 per month must be documented for accompanying dependents.

☐ Copy of the passport identity and expiration page for yourself and any accompanying dependents

☐ Curriculum Vitae

☐ Plan of research and invitation letter from TC faculty host or sponsor, OR letter of TC faculty appointment

☐ Copy of Visiting Scholar approval letter issued from Office of International Affairs (OIA)

Submit documents by mail or email to: Office of International Services

525 West 120th Street, Box 7
New York, NY 10027

TEL: 212-678-3939
EMAIL: tcintl@tc.columbia.edu
WEB: http://www.tc.edu/international

☐ Male ☐ Female ____________________________ Family Name Given Name Middle / Other

Date of Birth: _______ / _______ / _______ in ___________ month date year City Country

I am a citizen of: __________________________________ and a legal permanent resident of: ________________________________ Country Country

Occupation in Home Country (e.g., Professor, Dean): _____________________________________________________

Current Mailing Address: ____________________________________________________________

Street / Office Suite / Apartment / Floor

City Province Country Postal Code

E-mail: ____________________________ Tel: ____________________________

What will be your educational field at Teachers College? _________________________________________

Dates of proposed research or teaching at Teachers College: _______ / _______ / _______ to _______ / _______ / _______ mm dd yy mm dd yy

DEPENDENTS: List any immediate family members who will accompany you in J-2 status. Use a separate sheet as necessary.

Passport Name (Family, Given Name) Relationship Citizenship Place of Birth (City and Country) Country of Legal Residence Date of Birth (mm/dd/yyyy)

MEDICAL INSURANCE REQUIREMENTS: In accordance with US Department of State regulations, all J-1 exchange visitors (and accompanying J-2 family members) must be covered by adequate medical insurance for the duration of the J-1’s program. Information about Exchange Visitor medical insurance requirements will be sent with your visa certificate.
**MAILING OPTIONS (SELECT ONE):**

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*If choosing Express Service: Follow the instructions below:*

**Part ONE: Create an account with eShipGlobal**

1. In order to request express delivery service, you must first create an account with eShipGlobal. Visit the eShipGlobal website to create an account [https://study.eshipglobal.com/](https://study.eshipglobal.com/) *(The site works best with Internet Explorer or Mozilla Firefox browsers)*
   *Do not go to the DHL or FedEx sites directly*

2. To complete your registration with eShipGlobal. You will need the following information:
   - Mailing address
   - Email address
   - Telephone number

3. In the “University Search” box, search for “Teachers College, Columbia University” and then select “Office of International Services”

4. When you complete your registration, eShipGlobal will send you an email requesting you to activate your account. Please follow the instructions per email sent to you. It is important that you complete this step in order to request a shipment

**Part TWO: Request your shipment**

1. Visit the eShipGlobal website [https://study.eshipglobal.com/](https://study.eshipglobal.com/) to login using your email and password

2. Next to the "Receive Documents from your University" section, select "Teachers College, Columbia University" then "Office of International Services" to ensure your shipping label is received by our office

3. Enter your mailing address, phone number, email address, payment information, and choose your preferred carrier (FedEx, DHL, UPS). Carefully review your information as error in information can result in the delay of shipping out your I-20 or DS-2019

4. Save your payment receipt information for your records