

## **Extension Procedure for J-1 Students and Visiting Professors/Research Scholars**

June 2009

Permission to stay in the U.S. ends on the expiration date of the student/scholar's Form DS-2019, unless the card is marked "D/S" (duration of status). In this case, the student/scholar's permission to stay is 30 days after the end date on the DS-2019. However, the **extension must be completed before** the student/scholar's current DS-2019 **end date**.

### ELIGIBILITY:

**Students** are eligible to apply for an extension if they:

1. Are studying full time.
2. Making satisfactory progress.
3. Are maintaining their status as a J-1 Exchange Visitor.
4. Have adequate funding for the period of the proposed extension.

OR

1. Have completed their program of study.
2. Are maintaining their status as a J-1 Exchange Visitor.
3. Have adequate funding for the period of the proposed extension.
4. Want to participate in academic training.
5. Have a job offer (see information on Academic Training).
6. Are participating in an authorized Academic Training program and within the established time limits, need an extension to finish the program.

**Visiting Professors and Research Scholars** are eligible to apply for an extension if they:

1. Are working toward the objective shown on their most recent Form DS-2019.
2. Are maintaining their status as a J-1 Exchange Visitor.
3. Can demonstrate adequate funding for the period of the proposed extension.
4. The period of the extension is subject to review and approval by the Responsible Officer in the Center for Global Education. A maximum of three years is allowed by 22 CFR 62.20(j)(1).

## PROCEDURE:

1. The process for the extension of the DS-2019 **should begin at least 30 days before the end date** on the current DS-2019.
2. The student/scholar must contact their home institution and obtain permission from their advisor/employer to extend their stay. An email or letter from the advisor/employer needs to be presented at the time the extension application is made.
3. The student/scholar must also contact their exchange advisor/host department (person who wrote original letter of invitation) at UW-Whitewater to obtain permission to extend their stay. An email or letter from the advisor/host department needs to be presented at the time the extension application is made.
4. Student/scholar must obtain financial certification from their sponsor for the duration of their extension period. Obtain a Certification of Finances Form from the Center for Global Education.
5. The student/scholar must make an appointment with the Responsible Officer at the Center for Global Education to complete the extension process.
  - a. Bring current letter of invitation for extension, passport, I-94, and Certification of Finances to the appointment.
  - b. The Responsible Officer will have you fill out the Extension Request Form after reviewing and approving the extension.

After student/scholar has turned in all the necessary paperwork the Responsible Officer will do the following in the Student/Scholar's SEVIS record:

1. Update finances and any other information that needs changing.
2. Enter a new program end date (must update finances before entering new program end date).
3. In the "Remarks" section indicate explanation for extension.
4. Submit the SEVIS record.
5. Print the new DS-2019 that reflects the extension.
6. Sign the DS-2019

Note: If the extension is not done in this order, with the extension action being last, the DS-2019 will not say "Extend an ongoing program" when it is printed. It is not possible to update finances in the same screen as the extension of the end date.



### Request for Extension of DS-2019

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Family Name First Name

End Date on DS-2019: \_\_\_\_\_

This form is designed to facilitate the communication of information specified as required in the federal regulations for the U.S. Citizenship and Immigration Services (USCIS). The exchange visitor whose name appears above would like to apply for an extension of the time allowed for the completion of their program.

Please complete the following information in full and return it to the International Student Advisor at the Center for Global Education.

**The request for this extension must be made and granted PRIOR to the end date on the DS-2019.**

- The student is engaged in the following program (check one):
  - Major: \_\_\_\_\_ Degree: \_\_\_\_\_  
Number of credits required for degree: \_\_\_\_\_  
Semester/year expected to complete program of study (mm/dd/yyyy): \_\_\_\_\_
  - Exchange (special no credentials)
  - Scholar activities (specify): \_\_\_\_\_
- Is this extension to be given for additional time to continue their academic studies or scholar activities?
  - Yes
  - No
- Is this extension to be given for academic training?
  - Yes
  - No

**This extension is:**

- Approved
- Not Approved

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Make copy of this form for the student/scholar and place original in the student's file.