J-1 Exchange Visitor: DS-2019 Extension Checklist- Student Intern

☐ Confirm the student intern's extended program end date will not exceed one year from the DS-2019 start date.
- Consult the ISSS advisor assigned to your department if you have questions.

☐ Confirm the student intern will not complete their degree program at their home institution before the extended program end date.

☐ Confirm the student intern has not obtained a waiver of the 212(e) two-year home residence requirement.
- Once an exchange visitor receives a U.S. Department of State recommendation for a 212(e) waiver, they are no longer eligible for a J-1 exchange visitor program DS-2019 extension.

☐ Confirm the student intern has adequate funding for the duration of the extension period.
- e.g., department offer letter with all required signatures, scholarship letter, bank letter/ statement, bank letter and affidavit of support
  - If the student intern has CU Boulder funding: a copy of the offer letter and, if applicable, any addendums for the extension period must be submitted.

☐ Confirm the student intern will continue working towards the original exchange visitor program goals and objectives, indicated on their *DS-2019 Request* and *DS-7002*, during the extension period.

☐ Take the necessary steps to update the student intern's HCM record (directly or with the assistance of the HR Service Center) to reflect the extended exchange visitor program.
- Entering Job Changes
- Maintaining a POI Relationship
- Extending the Exit Date for POI Records

Departments that are HRSC-supported**:**
- Submit a request to HRSC to update the appointment end date.
- Provide the student intern's first and last name, employee ID, POI confirmation, new appointment end date, sponsoring department, and sponsor's position number.

Departments that are not HRSC-supported**:**
- Update the end date in HCM utilizing the 'Maintain Person of Interest' page; or
- Contact the HRSC for assistance.

☐ Compile the exchange visitor student intern program details for the extension period.

Host Department Information E-Form:
- Host supervisor contact information for the extension period
  - CU Boulder supervisor information (if applicable)
- Requested extended DS-2019 end date
- Speedtype for DS-2019 processing fee (cannot be fund 30, 31, 35, 50, 71, 72, 73,74, 78, 80, or 99)

Program Information & Details E-Form:
- Exchange visitor program details for the extension period (Confirmation of exchange visitor program goals and objectives, Rationale for extended program/collaboration, Any clinical/patient activity, Position title, Position code, Percentage appointment, Number of work hours/week, Any Remote work, POI type, Benefits eligibility, Site(s) of activity, University funding, Government funding, Sponsored research, Cultural components)

If the student intern will be paid by CU Boulder:

☐ Obtain a fully signed university offer letter including addendums (if applicable) from HR/OFA.

If the terms of the exchange visitor program have changed for the extension period:

☐ Provide the student intern with an updated Exchange Visitor Program summary document (on department letterhead).

If the host department/ research institute has an internal export control review process:

☐ Obtain internal export control review documentation.

- LASP: export.compliance@lasp.colorado.edu

Internal export control review documentation must be uploaded in the Export Control Review e-form and reviewed by the Office of Research Security and Export Control.

If the exchange visitor program will take place at a third-party site that is not NIST or NOAA:

☐ Complete the *Attestation of Third-Party Hosting Exchange Visitor*

If the student intern will be engaged in activities that involve physical contact with human/animal subjects:

☐ Complete *Exchange Visitor Permissible Contact with Human Participants and/or Animal Subjects*

☐ Initiate the *DS-2019 Extension (Student Intern)* e-form group in the MyISSS Departmental Services portal.

- Enter the student intern's Employee ID and date of birth to link the request to their record.

A student intern *DS-2019 Extension* request requires the submission of the following individual e-forms:

- Complete the *Host Department Information (Student Intern Extension)* e-form.
  ISSS does NOT have to approve it.
- *If the host supervisor is not full-time CU faculty/staff*:
  - Submit the *CU Boulder Supervisor Form (Student Intern Extension)*.
- Complete the *Program Information & Details (Student Intern Extension)* e-form.
- Complete the *Phase Information Extension (Phase Supervisor)* e-form.
  - After completing your section, enter the name and email address of the person who will supervise the student intern during the extension period and submit the e-form. It will be emailed to them to complete the rest of the e-form.
- Complete the *Departmental Responsibilities & Attestation (Departmental Administrator)* e-form.
  - Upon your submission of the *Departmental Administrator: Departmental Responsibilities & Attestation* e-form, **the student intern will receive an email requesting they complete the student intern e-forms included in the *DS-2019 Extension* request**. Monitor the status of their submission on their *DS-2019 Extension* request e-form group landing page and follow-up if necessary.
    - The department cannot submit these e-forms on the exchange visitor's behalf.
  - If you would like to email the student intern directly or they indicate they did not receive the MyISSS email to complete the e-forms, direct them to: 1) log into their MyISSS portal, 2) click on Departmental Services on the left navigation, then 3) click on the DS-2019 Extension (Student Intern) tile. Within the DS-2019 Extension (Student Intern) screen, instruct them to scroll down and click on the **already initiated** *DS-2019 Extension (Student Intern*) request (not the Start a New Request link).
- Open the *Departmental Responsibilities & Attestation (Host Supervisor)* e-form, enter the name and email address of the person who will supervise the student intern during the extension period, and

submit the e-form. It will be emailed to them to complete the rest of the e-form.

- Open the *Departmental Responsibilities & Attestation (Department Chairperson)* e-form, enter the name and email address of your departmental or research institution chairperson, and submit the e-form. It will be emailed to them to complete the rest of the e-form.
- **Do not initiate the *Export Controls Review (Extension)* e-form until *all* prior required e-forms have been submitted.**
    - The Export Controls Review (extension) e-form is pre-populated with the Office of Research Security and Export Controls (ORSEC) information. Click on "Submit" to send the e-form to ORSEC.
        - Departments that have an internal export control review must upload documentation of the completed internal export controls review in the e-form.

To return to an already initiated DS-2019 Extension (Student Intern) request, click on "My Current Cases" tile under "Lists" in the Departmental Services portal to access the in progress request.

- If you attempt to access an already initiated *DS-2019 Extension* request by clicking on the "DS-2019 Extension (Student Intern)" tile under "Tasks," you may create a duplicate request and information may be spread across multiple requests. This will have to be manually corrected by the department which will slow the processing of the DS-2019 extension as all information must be on a singular request.