International Student & Scholar Services
UNIVERSITY OF COLORADO BOULDER

J-1 Exchange Visitor: DS-2019 Request Checklist- Scholar Extension

☐ Confirm the exchange visitor's extended program end date will not exceed maximum participation limits for their J-1 exchange visitor program category (see Scholar Exchange Visitor Categories chart).

- Consult the ISSS advisor assigned to your department if you have questions.

☐ Confirm the exchange visitor 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 exchange visitor has adequate funding (2025 / 2026)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
  - o If the exchange visitor has CU Boulder funding: a copy of the offer letter and, if applicable, any addendums for the extension period must be submitted.

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

☐ Take the necessary steps to update the scholar'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 scholar'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 program details for the extension period

Host Department Information E-Form:

- Host supervisor contact information for the extension period
  - o 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 exchange visitor 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 exchange visitor 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: Greg Steele (Gregory.Steele@lasp.colorado.edu)

- CIRES: Ted de Maria (demaria@colorado.edu) and Cameron Walker (cameron.walker@colorado.edu)

Internal export control review documentation must be uploaded in the Export Control Review e-form and reviewed by the [Office of 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 exchange visitor 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* e-form group in the [MyISSS Departmental Services portal](#).

- You will need to enter the scholar's Employee ID and date of birth to link the request to the scholar's record.

A complete *DS-2019 Extension* request requires the submission of the following individual e-forms.

- Complete the *Host Department Information (Extension)* e-form. **ISSS does NOT have to approve it**.

- *If the host supervisor is not full-time CU faculty/staff*:
  - Also submit the *CU Boulder Supervisor Form (Extension)*.

- Complete the *Program Information & Details (Extension)* e-form.

- Complete the *Departmental Administrator: Departmental Responsibilities & Attestation (Extension)* e-form.

- Open the *Host Supervisor: Departmental Responsibilities & Attestation (Extension)* e-form, enter the name and email address of the person who will supervise the exchange visitor during the extension period, and submit the e-form.

- Open the *Department Chairperson: Departmental Responsibilities & Attestation (Extension)* e-form, enter the name and email address of your departmental or research institution chairperson, and submit the e-form*.

- Upon your submission of the *Departmental Administrator: Departmental Responsibilities & Attestation* e-form, **the scholar will receive an email requesting that they complete the scholar 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 scholar directly or they indicate they did not receive the MyISSS email, direct them to log into their [MyISSS portal](#), click on Departmental Services on the left navigation, then click on the DS-2019 Extension (Scholar) tile. Within the DS-2019 Extension (Scholar) screen, instruct them to scroll down and click on the already initiated *DS-2019 Extension (Schola*r) request (not the Start a New Request link).

- **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 Export Controls (OEC) information. Click on "Submit" to send the e-form to OEC.
    - Departments that have an internal export control review must also upload documentation of the completed internal review in the e-form.

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

- If you attempt to access an already initiated *DS-2019 Extension* request by clicking on the "DS-2019 Extension (Scholar)" 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.