

Department: Exchange Visitor Program Details- Extension

Exchange Visitor's EmplID: _____ Exchange Visitor's Date of Birth: _____

Exchange Visitor [Program Category](#): ☐ Short-Term Scholar ☐ Research Scholar ☐ Professor ☐ Specialist

Extended DS-2019 End Date: _____ Exchange Visitor's Email Address: _____

Before Initiating a DS-2019 Extension Request in the MyISSS Departmental Services portal:

- ☐ 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](#) 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 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 in HCM to update the scholar's POI record (directly or with the [assistance of the HR Service Center](#)) to reflect the extended exchange visitor program.
 - [Maintaining a POI Relationship](#)
 - [Entering Job Changes](#)

Host Department Information

Will the Host Supervisor remain the same for the extension period?

- ☐ Yes
- ☐ No— There must be at least one supervisor who is full-time CU Boulder faculty (not an adjunct) who will be present (not on sabbatical) for the duration of the exchange visitor's program. A full-time advanced researcher (not on a post-doc position) who has a supervisory role at CU Boulder is also allowed. For research institutes/departments submitting an exchange visitor program *DS-2019 Extension* request where the host supervisor for the program is *not* full-time CU Boulder faculty/staff, you must also submit the *CU Boulder Supervisor Form* [available on the *DS-2019 Extension* e-form landing page].

Will the host supervisor will be present (not on sabbatical) for the duration of the exchange visitor program extension?

- ☐ Yes
- ☐ No—If the host supervisor will be on sabbatical at any point during the exchange visitor program extension, the department must submit the *Exchange Visitor (Scholar) Change in Supervisor Form* (available in the Departmental Services portal) to notify ISSS of the change in supervision during the sabbatical period.

Program Information & Details for the Extension Period

Have the exchange visitor's program goals and objectives been revised?

☐ No

☐ Yes—Provide an explanation of how the revised exchange visitor program goals align with the original exchange visitor program goals and objectives.

Rationale for Extending the Exchange Visitor Program:

Clinical/Patient Activity:

☐ No ☐ Yes—[Exchange Visitor Permissible Contact with Human Participants and/or Animal Subjects](#) **Upload Required**

Description of the activity/contact with patients:

Is the exchange visitor a medical student? ☐ No ☐ Yes

Does the exchange visitor possess a medical degree? ☐ No ☐ Yes (obtain documentation)

Position Information for the Extension Period

Position Title: _____ Position/Job Code: _____

Percentage Appointment: _____

Number of Hours of Per Week the Exchange Visitor Will Pursue their J-1 Activities: _____

Remote Work: ☐ No ☐ Yes-- _____ % of the work will be completed remotely

Exchange visitor scholars must pursue their program goals and objectives at least 3 days a week on the CU Boulder campus or the primary CU-sponsored work site.

Employee or [Person of Interest](#) (POI) Type: _____

Eligible for CU Benefits: ☐ No ☐ Yes

University Funding

CU Boulder Funding

☐ No

☐ Yes— \$ _____ for the extension period of the exchange visitor program

☐ Obtain official offer letter including addendums (if applicable) signed by all parties

*** University Offer Letter Upload Required**

Will exchange visitor be paid with funds that were awarded to CU from any government agency (e.g., NIST-PREP)?

☐ No

☐ Yes— Government Agencies _____

Amount(s): _____

Will the exchange visitor work on (and possibly be funded by) any sponsored research projects (federal grants, contracts, etc.) as part of the exchange visitor program?

☐ No

☐ Yes—Enter the Project PI, Email Address/Phone, Name of Project Sponsor, and Project Title for each project.

Site of Activity

Will the exchange visitor program take place at a third-party site of activity?

☐ No

☐ Yes—☐ NIST ☐ NOAA

☐ Other—Departments must submit the [Attestation of Third-Party Hosting Exchange Visitor](#) signed by the CU Boulder host supervisor and person with signing authority at the third-party site. ***Upload Required**

Will the site of activity where the exchange visitor will conduct their research/exchange visitor program activities change for the extension period?

☐ No

☐ Yes— Provide site type (Remote Work Site, Research Site), whether it is the Primary site of activity or Secondary, site/organization name, and complete physical address (including the street address, city, state and zip code) for each additional site of activity for the extended exchange visitor program.

Cultural Components

Examples:

☐ Attendance at US Conference

☐ Cultural Discussion

☐ Community Service

☐ Participation in Cultural Event

☐ Training in US Teaching Pedagogy

List the cross-cultural goals/components and programing the host department will provide including dates of activities (if applicable).

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) that clearly explains program activities including the terms and conditions of employment activities (job duties, number of work hours, wages, compensation, and any typical deductions for housing and transportation), and a brief description of the cultural exchange activities that the department will provide.

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.