

DS-2019 Extension Request for Exchange Visitor Scholar

Review the <u>DS-2019 Extension process</u> on the ISSS website and prepare any required documentation. Before initiating a DS-2019 extension request, departments must:

- Confirm the exchange visitor's extended program end date will not exceed maximum participation limits for their J-1 exchange visitor category (see <u>Scholar Exchange Visitor Categories chart</u>).
 - o Consult the ISSS advisor assigned to your department if you have questions.
- Take the necessary steps in HCM to update the scholar's POI record (directly or with the <u>assistance of</u> the HR Service Center) to reflect the extended exchange visitor program.
 - Maintaining a POI Relationship
 - o Entering Job Changes

Sub	omit all required DS-2019 extension request documentation via the <u>ISSS Document Submission Form</u> .		
	Completed Department DS-2019 Extension Request for Exchange Visitor Scholar		
	Downloaded copy of completed Export Controls Review Form (DocuSign) signed by Office of Export Controls		
	Completed Exchange Visitor DS-2019 Extension Request Form including proof of comprehensive insurance		
	Exchange visitor's current CV/resume (must be uploaded in the Export Controls Review Form) and passport copy		
	Any additional documentation indicated in the Extension Request Form		
For	e.g., address of additional site(s) of activity; copy of waiver new funding:		
	Copies of all official funding documentation for the extension period on letterhead, in English, dated within the last 6 months		
	 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. 		
	order for the exchange visitor to maintain status, an extension request must be processed by ISSS <u>before</u> the rent DS-2019 end date.		
De	partment Request Information		
Red	quest Type: Extend a current exchange visitor's program at CU Boulder An exchange visitor is not eligible for an extension if a waiver of the 212 (e) two-year home residence requirement has already been obtained.		
Exc	change Visitor's Name: LAST NAME First Name		
Dep	Dartment: Speedtype to charge for \$100 Processing Fee: Cannot be fund 30, 31, 35, 50, 71, 72, 73, 74, 78, 80, or 99		
sak	exchange visitor's supervisor must be full-time CU faculty (not an adjunct) who will be present (not on obatical) for the duration of the exchange visitor's J-1 program. Supervisors who are not full-time faculty but o hold advanced or senior research positions and who have a supervisory role at CU Boulder are also allowed.		
Hos	st Supervisor Name & Title:		
	Email: Phone:		
Indi	ividual Submitting Request: Signature:		
	Email: Phone:		

Exchange Visitor (EV) Program Information Maximum Participation: Short-Term Scholar: 6 Months / Research Scholar & Professor: 5 Years / Specialist: 1 Year Category of EV's Current Program: Short-Term Scholar Research Scholar Professor Specialist Original DS-2019 Start Date: Current End Date: Extended End Date: Month / Day / Year Month / Day / Year Month / Day / Year In order to be eligible for a DS-2019 extension the exchange visitor must currently be working toward the objective(s) shown on their original exchange visitor DS-2019 Request and continue to do so for the extension period. Have the exchange visitor's program goals been revised? □ No Yes— Explain how they align to the original goals: Provide a rationale for extending the exchange visitor's program. Will the exchange visitor's primary site of activity/research be on CU Boulder's Main or East Campus? Yes □ No If the primary site of activity is not on Main or East Campus, please enter the complete site of activity address below: Address: Street State City Zip Code If the exchange visitor has any additional sites of research/activity for the exchange visitor program, please indicate the complete address(es) below. CU Boulder Job Status for the Extension Period For the extension period, the exchange visitor will have a ______ % appointment. Job Code: _____ The exchange visitor will work the following number of hours/week: What will the exchange visitor's account status be? Faculty/Staff (on payroll) Person of Interest Type A Person of Interest Type B Person of Interest Type C ☐ Sponsored Affiliate Person of Interest with No Services Provided CU Boulder Funding During the Extension Period Exchange visitor will NOT receive CU Boulder funding. Exchange visitor WILL receive CU Boulder funding in the amount of \$ (only indicate salary/stipend amount) International Student & Scholar Services | Center for Community, S355 | Boulder, Colorado 80309-0123 Phone 303.492.8057 | Fax 303.492.5185 | ISSS@colorado.edu

Funding period: Yeariy
Attach CU Boulder funding letter and, if applicable, addendums for the extension period.
 CU Boulder funding letter must be completed and signed by all required parties (e.g., host faculty, dean,
vice chancellor, exchange visitor etc.).
Exchange Visitor Program Cultural Component During the Extension Period The purpose of the Exchange Visitor Program "is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries" [22 CFR §62.1(b)]. Sponsors must offer cross-cultural activities "to give their exchange visitors the broadest exposure to American society, culture, and institutions; and encourage exchange visitors to participate voluntarily in activities that are for the purpose of sharing the language, culture, or history of their home country with Americans, provided such activities do not delay the completion of the exchange visitor's program" [22 CFR §62.8 (d)].
Examples of cross-cultural program themes include: Comparative history and politics; education systems; ethnic, racial, religious diversity in the U.S.; American culture, holidays, recreation; community service and volunteerism. Programs should allow for a two-way exchange of information.
Please indicate the cultural goals/components of this exchange visitor program. Be specific and include dates of activity if possible.
☐ Training in U.S. Teaching Pedagogy ☐ Attendance at Conference ☐ Participation in Cultural Event
☐ Cultural Discussion ☐ Community Service ☐ Participation in International Coffee Hour and ISSS Programs
Other:
Additional Information:

Department Responsibilities & Attestations

In requesting an extension of an exchange visitor program/DS-2019 and agreeing to continue to host an exchange visitor, the host department and supervisor assume responsibility for ensuring that:

- The host department will not make an electronic copy of the DS-2019 and will not send copies of the DS-2019 by
 email. Any paper copy of the DS-2019 must be marked "COPY." The department agrees to make every effort to
 ensure no electronic copies of the DS-2019 are made available to any entities including the exchange visitor;
- The exchange visitor program is not for a tenure-track or tenured faculty appointment;
- The exchange visitor has sufficient English proficiency to participate fully in the exchange visitor program and function on a day-to-day basis;
- The exchange visitor has at least a bachelor's degree (or equivalent) and the experience required to fulfil the objectives of the exchange visitor program;
- The host department will continue to provide the exchange visitor with office space, cultural programming, and support for the duration of the CU Boulder exchange visitor program;
- The host faculty member will be physically present and maintain regular contact with the exchange visitor for the duration of the exchange visitor program to ensure that the goals of the program are met;
- The host department will assist the exchange visitor with benefit and payroll inquiries;
- At the end of the exchange visitor program, even if the exchange visitor is completing on-time, the host supervisor and exchange visitor must submit the *Exchange Visitor Program: Completion, Early Completion, or Transfer Form*.

information provided on this form is true and accurate. **Host Faculty Member:**

We attest that the exchange visitor has valid credentials and English proficiency to participate in the exchange visitor program and that the exchange visitor has sufficient financial support. We assume responsibility for the exchange visitor

for the duration of the exchange visitor program, will uphold the exchange visitor regulations, and certify that the

Name:	Signature:	Date:			
Department Chairperson:					
Name:	Signature:	Date:			
Department Administrator / HR Coordinator / Payroll Liaison:					
Name:	Signature:	Date:			