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

- 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 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 update.
  - 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
    - 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 prospective 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.

☐ 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 (Scholar) 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.