



Dear J-1 Exchange Visitor:

Enclosed please find your new DS-2019 for the extended period requested by your department.

**If you are on CU Payroll:**

You will need to do the following so that you can continue to be paid by the University:

1. Please notify the University of Colorado's International Taxation Specialists of your J-1 extension by submitting a copy of your extended DS-2019 via their [secure upload form](#).
2. Notify the [I-9 office](#) that you have a new DS-2019 with a new end date. The new end date on your DS-2019 is now the end date of your work authorization and the I-9 office must be informed of this change. You will need to present your updated DS-2019 with the extended end date.

**Address Changes**

Remember to update ISSS with your address if you move within 10 days. If you are on CU Payroll, update your address with the department payroll liaison and the employee portal at <https://mycuinfo.colorado.edu/> . If you are not on CU Payroll, please email ISSS at [iss@colorado.edu](mailto:iss@colorado.edu) with your new address information.

**Traveling Outside the United States**

If you will be traveling outside the US, please review the [Exchange Visitor \(Scholar\) Travel Handout: Re-entry from Travel Outside the U.S. & Printing Your Electronic I-94](#) handout and check to make sure that you have:

- a passport that is [valid at least 6-months](#) beyond your intended departure date from the U.S.
- a valid travel signature on your DS-2019
- a valid J-visa for re-entry into the U.S. If you need to get a new visa, make sure you schedule enough time to obtain the new visa; the extension of your DS2019 extends your status, not your visa. Talk with an advisor in ISSS if you have questions about this.
  - Information about Visa Renewal can be found in our [visa renewal information form](#)

Please let us know if you have any questions. Thank you!

International Student & Scholar Services

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