



J-1 Exchange Visitor Program Details- Extension Request

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—Exchange visitors in J-1 status must have a 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. Full-time advanced researchers (not on a post-doc position) and have a supervisory role at CU Boulder are 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 Request* 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—Is the exchange visitor a medical student? No Yes
- Does the exchange visitor possess a medical degree? No Yes (obtain documentation)
- Description of the activity/contact with patients:

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.

[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 place at a third-party site that is not NIST or NOAA?

No Yes—Complete the [Attestation of Third-Party Hosting Exchange Visitor](#) *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 programming 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.