



**SMU**

International Student & Scholar Services Office (ISSS)

**REQUEST FOR EXTENSION OF PROGRAM FOR J-1 SCHOLAR/PROFESSOR**

An Exchange Visitor on a J-1 visa who is engaging in Research or Teaching activities may only stay in the country as long as the DS-2019 is valid. The DS-2019 is valid through the completion date (item 3). Extension is subject to authorization by the "Alternate Responsible Officer" of the International Student & Scholar Services Office and must be obtained **prior** to the completion date on line 3 of the DS-2019.

**Eligibility for extension of J-1 program**

- Application must be made no later than one month prior to completion date (item 3) on DS-2019
- The ISSS Office must actually notify the Department of State prior to the completion date (item 3) on DS-2019.
- Exchange Visitor must have "continually maintained status".
- The delay in completion must have been caused because the appointment has been extended.
- Other reasons should be discussed with an International Student Advisor in the ISSS Office in the Blanton Building during walk-in hours or during an appointment.
- Exchange Visitor must submit financial documentation showing ability to provide funding for living expenses, health insurance, and dependents (if applicable).

EV name: \_\_\_\_\_ Today's date: \_\_\_\_\_

EV ID: \_\_\_\_\_ EV e-mail: \_\_\_\_\_

**All four steps below must be completed before an extension will be granted.**

**STEP ONE: DEPARTMENT CHAIR/ASSOCIATE DEAN**

I recommend that the above mentioned exchange visitor extend his/her program until a completion date of

\_\_\_\_\_.  
Month Day Year

(Department Chair/Associate Dean)

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **STEP TWO: OBTAIN FINANCIAL DOCUMENTATION**

Please submit a copy of appointment letter which indicates new yearly salary. Letter should also include information about any benefits that will be provided to the exchange visitor and dependants. Exchange Visitors funded by their governments or any other international organization, must submit evidence of financial certificate.

## **STEP THREE: MEET WITH AN INTERNATIONAL STUDENT ADVISOR/ARO**

At this meeting, the EV must submit the following:

- Completed extension form with authorization from the chair or associate dean.
- Financial documentation.
- Proof of health insurance.

## **STEP FOUR: SIGN UPDATED DS-2019**

- This must be signed before the “completion date” listed in item 5 of previous DS-2019.
- An updated DS-2019 should be signed for each dependent in the United States.