

Guidelines for Requesting a DS-2019 Extension

Of Importance:

- It is the responsibility of the department and Scholar to request extensions in a timely manner, prior to the end date of the current DS-2019
- It is the responsibility of the department to alert OISS of any changes to the application process in order for OISS to take the appropriate action
- The insurance portion is sent to New Brunswick, by OISS, for review. This requires additional built in time for processing since OISS can not issue nor extend a DS-2019 until clearance is received from the Insurance Coordinator
- Under no circumstances, will OISS process any immigration documents nor honor any requests to perform any functions in the federal immigration database until ALL the required documents have been properly filed according to established and/or agreed upon procedures
- OISS reserves the right to return any application that is deemed incomplete

What OISS will do:

- Run periodic reports from the Department of State to monitor the status of research scholars.
- Review, and analyze reports and conduct internal audits, to identify any scholars that may need assistance such as document extension.
- Departments will receive alerts-a list of scholars who need extension
- Alerts will be sent 4-6 weeks prior to DS-2019 expiration date
- Submit insurance portion of application to New Brunswick for review
- OISS will process requests after insurance clearance is received from New Brunswick, and all documents are deemed complete
- OISS will notify scholar and department to pick up issued document when it is ready

Documents Required for Extension

- Completed application for DS-2019 request with extension dates indicated
- Copies of all DS-2019 and that of dependents-J-2 if any
- Copies of Insurance coverage for the extension period if scholar is providing his/her own insurance
- Proof of insurance payment- Electronic Journal Entry to Account:
"Intl. Insurance Premiums Account" 2-89238-0970.
- Proof of Rutgers SEVIS administrative fee payment- Electronic Journal entry to Account:
"Newark SEVIS Fee Account" 2-88631-8810
- New appointment letter detailing program purpose, compensation, title, and new period of sponsorship
- Proof of financial support. Scholars may not submit personal funds for DS-2019 extensions

What the Department and Scholar must do

- Submit all documents for extension requests to OISS at least two weeks before the expiration date on the current DS-2019.
- Allow 3-5 business days for processing

Note: Information subject to change by OISS WITHOUT NOTICE as necessitated by Regulatory changes by the Department of State and the Department of Homeland Security



Application for J1 Visa Sponsorship Extension for Both Faculty and Students

IMPORTANT: *If the J1 exchange visitor applying for extension is subject to the two-year home country residence requirement as stated on J1 visa received for initial J1 program, the requirement must still be fulfilled after the extended program ends. If a waiver was filed or approved by DOS, please do **NOT** complete this form.*

1. **Name of J1 Scholar/Professor/Student:** _____
(Last Name) (First Name) (Middle Name[s])

2. **SEVIS ID Number on Current DS-2019 above the bar code: N** _____

3. **Program ending date on Current DS-2019:** Month/ _____ Day/ ____ Year/ _____

4. **New Appointment Dates at Rutgers** covered with sufficient funding: (Do not include future dates with no funding currently available. Extension can be done again BEFORE extended end date when proof of funding is available if the DS-2019 has not reached maximum limit allowed by the J1 category.)

From: Month/ _____ Day/ ____ Year/ _____

To: Month/ _____ Day/ ____ Year/ _____

5. **Current J1 Category As Listed on DS-2019:**

Research Scholar: a faculty member, post-doc, research associate or a person with similar education or accomplishments at home institution whose primary purpose at Rutgers-Newark is to conduct academic or scientific research.

Professor: a faculty member, post-doc, research associate or a person with similar education or accomplishments at home institution whose primary purpose at Rutgers-Newark is to teach.

(Time limit for both Professor and Research Scholar: A maximum of five years by law including time spent in other US institutions prior to coming to Rutgers-Newark or time spent abroad conducting academic activities during the same program.)

Short-term Scholar: (Time limit: A maximum of six months with NO extension by law.) a professor, research scholar, specialist, or person with similar education or accomplishments whose primary purpose at Rutgers-Newark is to lecture or conduct research on short-term basis.

Degree Student: (Time limit: As long as degree requires or funding allows. Rutgers offers J1 sponsorship for degree students only if there is government or other official funding involved, such as Fulbright, IIE, or AMIDEAST.)

Non-Degree Student To Be Enrolled Full-Time: (Time limit: A maximum of two years by law.) A student who takes classes full-time at Rutgers with home school approval or on exchange agreement to earn credits to be applied to degree program at home country. Home institution written approval is required.)

Non-Degree Student, Not Enrolled in Classes--also called "Special Visiting Research Student" (Time limit: A maximum of two years by law. Student enrolled at a foreign university whose degree program either requires him/her to conduct research in another country, or permits research conducted in another country to meet the requirements for his/her degree program. Home institution written approval is required..)

6. Brief description of Research/Teaching/Studying at Rutgers for extended period: _____

7. If J2 dependents are with J1 visitor, will they be included for extension? Yes* No

*If yes, personal funding for J2 dependents required (see explanation below).

8. Source(s) Of Funding

Funding Requirement for research scholar or professor: In order to minimize incentives for illegal off-campus employment, a University-wide policy has been established that all funding to support J1 exchange visitors in the categories of “professor”, “research scholar” and “short-term scholar” during their stay at Rutgers must come from **non-personal** sources. The non-personal funding can be a combination from the J1 scholar/professor’s home institution, another sponsoring institution, and/or Rutgers and must be documented to yield a minimum of **US\$32,000 per year or \$2666 per month**, which is the same for FASN Post-Doctoral Appointments during 2008-2009 academic year.

Funding Requirement for J1 student: J1 regulations require all exchange visitors in the category of student be sponsored by a substantial amount of non-personal funding. If tuition is not required to pay Rutgers-Newark, evidence of funding for living expenses must be provided. Evidence of funding of at least \$21,400 per year, the same minimum amount paid to Teaching Assistants for 2008-2009 academic year, is required at the Graduate level. At the Undergraduate level, evidence of funding must show at least \$17,873 per year. In both cases, required levels of funding will be calculated on a monthly basis for the duration of a student’s expected study or research at Rutgers-Newark. 80% or more (“substantial amount”) of the amount must come from sources other than personal or family funds unless there is an exchange agreement defining financial responsibilities of the participating students otherwise.

(Note: The graduate TA salary is set by the AAUP contract and changes annually. If the number changes in the future, it will be adjusted accordingly for the J1 students funding requirement.)

Funding Requirement for J2 dependents: If the J1 visitor has J2 dependents whose DS-2019 will also be extended, proof of additional funding (\$5,000/year for spouse plus \$3,500 for each child) will be required. Funding for dependents can be from personal sources.

Note: The minimum for Post-Doctoral Appointments is non-contractual. If the FASN minimum changes in the future, it will be adjusted accordingly for the J1 Professor/Research Scholar/Short-term Scholar funding requirement.

List all sources applicable: DOLLAR AMOUNT for period covered by this request only

A) Rutgers University Funds, including grants paid through payroll \$ _____

Fund/Grant Name and budget # _____

B) Non-Rutgers Funding:

Sponsoring Institution: _____ \$ _____

Sponsoring Institution: _____ \$ _____

C) Funding for dependents (if personal funding, please provide original financial documents of \$5,000/year for spouse plus \$3,500 for each child) \$ _____

Will visitor be paid via Rutgers Payroll Department? Yes No

Will visitor be eligible for Rutgers Employee health benefits? Yes No

If yes, effective dates of health benefits: _____ / _____ / _____ to _____ / _____ / _____
month/ day / year month/ day / year

IMPORTANT – HEALTH INSURANCE REQUIREMENT FOR J-1/J-2 EXCHANGE VISITORS

All J1 Exchange Visitors are required by law to carry health insurance for themselves and accompanying family members in J2 status. Rutgers University requires its international students and scholars to carry minimum Health Insurance Coverage as follows:

- Medical benefits of at least \$250,000 per accident or illness
- Repatriation of remains benefits in the amount of \$7,500
- Medical evacuation benefits in the amount of \$10,000
- A deductible that does not exceed \$500 per accident or illness
- A coinsurance no greater than 26% of the covered benefits per accident or illness

DS-2019 cannot be issued without proof of health insurance coverage. J1 visitors may purchase health insurance policy through Rutgers University or purchase their own. Non-US policies must be **in English**.

Checklist of Documents to Attach to This Application:

1. Journal voucher for SEVIS administration fee **with reference number**
2. Evidence of Rutgers health insurance continuing coverage (copy of current insurance card); OR journal voucher, **with reference number**, for transfer of new health insurance fees; OR proof (in English) of alternate insurance coverage for full extended period of new DS-2019
3. Copy of renewal letter of appointment/invitation with clarification of funding sources
4. If not funded by Rutgers, proof of funding in English
5. Visitor's own very brief research/teaching plan (less than half page)
6. Copies of passport photo page and expiration date of J1 visitor and & J2 dependents (if any)
7. Copies of most recent I-94 card, visa and DS-2019s for J1 visitor and all J2 dependents if any

J1 Exchange Visitor Declaration: I declare that I have not filed and must not file for a waiver for the two-year home country residence requirement when this application for J1 extension is being processed.

J1 Exchange Visitor Signature: _____

Sponsoring Department: _____

Dept. Address (with zip code) _____

Faculty Sponsor Name: _____ Phone _____ Email _____

Name and Title of Individual Completing This Form _____

Phone _____ E-mail _____

Departmental Chair or Director Approval:

Name (print): _____ Signature _____

Title: _____ Department _____

Phone: _____ Date: _____

Dean's or Director's Approval:

Name (print): _____ Signature _____ Date: _____

Title: _____ School/Division/ _____