

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