CHECKLIST FOR EXTENSION OF J-1 SCHOLAR PROGRAM

Step 1: Compile the following documents/information

Documents From Department

___ Faculty Sponsor Agreement: On department letterhead, signed and dated
___ Memo Requesting Extension (signed by faculty sponsor and department chair/dean)
___ Revised Offer Letter (should be separate document) or FRF (SOM)

Information From Department

___ HR Position Code for the Invited Scholar’s position (if paid by CU Denver)
___ Title, Phone and E-mail for Faculty, Dean, Department Chair, or Director of Sponsoring Unit
___ Physical Street Address & Location of where scholar will perform duties
___ Exchange Visitor Category and Subject Field Code

Documents From Invited Scholar

___ Passport identification page for scholar and each accompanying family member
___ Most recent Form I-94 for scholar and each accompanying family member
___ Current Curriculum Vitae/Resume
___ Evidence of any non-University of Colorado Denver financial support: Document should be in English and with currency amounts in U.S. dollars.
___ Evidence of required insurance, including coverage for health, emergency evacuation, and repatriation of remains. Note: Emergency evacuation and repatriation of remains are not part of the University employee health insurance; employee must have evidence that this coverage has been purchased separately.

Information from Invited Scholar

___ Contact Information: e-mail address, phone number, physical & mailing address

Revised: 11/2014
Step 2: Complete the Online DS-2019 Request Form

In order to complete the online form you will need to have compiled all of the documents in the previous step. The form can be saved, but it will be easiest to have all documents ready before attempting to complete the online form.

All document will need to be in electronic form such as .jpg, .pdf, .doc or another compatible document.

Please complete the following online form here: [http://ucdenver.link/ds2019_request](http://ucdenver.link/ds2019_request)

If you have issues or edits to the form please contact Nathanial Lynch (nathanial.lynch@ucdenver.edu)

Step 3: Send Required Original Documents to ISSS

Please send the original Offer Letter with Signatures to the address or office below:

By mail: International Student & Scholar Services,
P.O. Box 173664, Campus Box A0005/185,
Denver, CO 80217

Delivery: Lawrence Street Center
International Student & Scholar Services,
1380 Lawrence Street, Suite 932
Denver CO 80204

OR

Anschutz Medical Campus
International Student & Scholar Services,
Building 500, 8th floor, Room C8000D
Aurora CO 80045