



## J-1 PROGRAM AMENDMENT INSTRUCTIONS

### Revised April 2012

**NOTE:** Amendment requests should be made as soon as the need to modify the program is identified, but before the change happens. **Please make copies for yourself of all items submitted to the International Student & Scholar Services (ISSS).** Please allow 48 hours for ISSS to approve amendments and issue revised documents. Also, please make sure to include your campus phone number and mailing address.

1. Faculty sponsor or new faculty sponsor prepares letter requesting a program amendment for the J-1 participant that includes the following (see template letter):
  - Dates of amended activity, funding, etc., requested
  - Role of the person, including specific responsibilities and specific location(s) of work.
  - Amount of salary support and source. If funding is not provided by the University or affiliate, you must also attach documentation of the support. (i.e. J-1 holder's home government or institution funding letter, scholar's personal bank statement translated into U.S. dollars, scholarship letter, etc.)
  - Certification of insurance coverage if the applicant or his/her home government or home institution will provide continuation of insurance coverage meeting the federal requirements for health insurance for scholar and family members if appropriate.
  - Certification of continuation of insurance coverage to address the minimum requirements for repatriation of remains and emergency evacuation to their home country for scholar and family members if appropriate.
  - Faculty sponsor signs letter at bottom in appropriate signature location.
2. Department Chair or Institute Director concurs with the letter in the School of Medicine. In the Schools of Nursing, Pharmacy, Dentistry, and Public Health, the Dean should concur. In Colleges and Schools on the Downtown Campus, the Dean should concur. The appropriate authority signs the letter at the bottom in the appropriate location.
3. Faculty sponsor or new faculty sponsor submits following documents to Department Administrator:
  - Letter with appropriate signatures.
  - Copy of new offer letter, if applicable
  - Copy of J-1 holder's MOST RECENT I-94 card (admittance card issued by the USCIS at the U.S. port of entry). Please copy both sides of the card. *Do not submit the original card.*
  - Completed Departmental Request for DS-2019
  - Faculty Agreement Form, if faculty sponsor changed (template attached)
4. Department Administrator submits the documents to ISSS through online form
5. ISSS processes packet and creates updated official DS-2019 form for scholar and family if appropriate within 5 business days. ISSS returns DS-2019(s) to the department/faculty sponsor to deliver to the J-1 participant unless otherwise instructed.