



University of Colorado
Denver | Anschutz Medical Campus

Office of International Affairs
International Student & Scholar Services

Campus Box A005/185
P.O Box 173364
1380 Lawrence Street, Suite 932
Denver, CO 80217-3364
Office: 303.315.2230
Fax: 303.315.2246
www.ucdenver.edu/international

J-1 PROGRAM EXTENSION INSTRUCTIONS Revised July 2012

NOTE: Extension requests should be made no more than 60 days prior to the Program End Date on the J-1 participant's DS-2019. **We advise you to make copies for yourself of all items submitted to the International Student & Scholar Services (ISSS).** Please allow 5 business days for extension processing. Also, please make sure to include your campus phone number and mailing address.

1. Faculty sponsor prepares letter requesting a program extension for the J-1 participant that includes the following (see template letter):
 - Dates of extension requested
 - The J-1 participant's role, including specific responsibilities
 - 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, or funder's personal bank statement translated into U.S. dollars, scholarship letter, etc.)
 - Documentation of insurance coverage that meets the minimum federal requirements for health as well as 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. The Department Chair or Institute Director concurs with the letter in the School of Medicine. For all other Schools and Colleges on both the Anschutz Medical Campus and Downtown Denver Campus, the Dean should concur. The appropriate authority signs the letter.
3. Faculty sponsor submits following documents to Department Administrator
 - Letter with appropriate signatures
 - 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 (only required if information has changed since original DS-2019 was issued).
4. Department Administrator submits all of the above-mentioned item to the online DS-2019 request form
5. ISSS processes the extension and creates an updated official DS-2019 form for the scholar and any accompanying family members within 5 business days. ISSS returns the DS-2019(s) to the department/faculty sponsor to deliver to the J-1 participant unless otherwise instructed.
6. If the J-1 scholar is employed by the University, ISSS submits a copy of scholar's updated DS-2019 to HR so his/her I-9 record can be updated.