

UNIT INSTRUCTIONS FOR EXTENDING
J-1 EXCHANGE VISITOR (DS-2019)

The process of extending the exchange visitor's J-1 status should begin **at least 30 days prior to the expiration date** of the visitor's current DS-2019 form. The steps below should be processed at the unit level:

_____ ***Continuation of Appointment form:*** Unit should load continuation form in Workday and route to HRM for processing.

_____ ***Financial Support:*** If the AgCenter will not be providing financial support, obtain an official updated support letter for visitor's source and amount of income if the current support letter has expired. Minimum level of support for J-1 visitor is **\$1500/month** and each dependent is **\$500/month**. The AgCenter reserves the right to refuse to issue a DS-2019 to visitors who do not have minimum funding for the program.

_____ ***Insurance Coverage:*** Review current end dates of health insurance coverage for both J-1 visitor and any dependents. Request verification of health insurance end date extensions if necessary.

_____ ***DS-2019.*** Once above information is received and reviewed by the AgCenter HRM Office, the DS-2019 will be extended for requested period. Unit will be notified when updated DS-2019 is sent to the visiting scholar.

Note: Please allow two weeks after submission of these documents for processing of DS-2019.