

J-1 PROGRAM EXTENSION

J-1 Exchange Visitor students are expected to complete their program of study before the program end date on their DS-21019 forms. If a student is not able to complete their program objectives due to valid academic or medical reasons before the original program end date, they should have their J-1 program extended BEFORE it expires in order to have additional time to complete the program.

To be granted a program extension, students must have continuously maintained status and continue to meet the eligibility requirements of the Exchange Visitor Program. Per Federal Regulations, "Responsible officers may extend an exchange visitor's participation in the Exchange Visitor Program up to the limit of the permissible period of participation authorized for his or her specific program category." [22 C.F.R 62.43]

Checklist for J-1 Program Extension:

- 1. Read the J-1 Program Extension section of the [J-1 student website](#).
- 2. Complete student section of the Program Extension Form.
- 3. Have your Academic Advisor complete the advisor section.
- 4. China 1+2+1 Students: email china121@gmu.edu for the China 1+2+1 Office to review and sign.
- 5. Gather the required documents below to submit with your request.
- 6. Securely submit via the [J-1 Dynamic Form](#) 30-90 days before your program expires.

Required Documents:

- [Proof of funding documents](#) that are less than six months old to finance the duration of your program.
Note: If you have a J-2 dependent, [funds earned in the U.S. from a J-2 dependent](#) cannot be used to support the J-1 exchange visitor.
- An updated [Certificate of Responsibility Form \(CFR\)](#).
- A copy of the biographical page of your passport and passports of all J-2 dependents. Passports must be valid at least six months beyond proposed new end date.
- Copies of your most recent visa and most recent I-94 record and for any J-2 dependents.
- If living off-campus, provide screenshots from Patriotweb of your PERMANENT and OFF-CAMPUS RESIDENCE addresses.
- Attach a physician's note on letterhead if extension is for medical reasons.

What to Expect:

- If you have any questions about the J-1 Program Extension process or required documents, please reach out to OIPS. However, approval of J-1 Program Extensions can only occur after all documents have been submitted and evaluated.
- Processing time is approximately 7-10 business days. Your J-1 advisor will email you if they have any questions and when your updated DS-2019 form(s) are ready for pick up from the OIPS front desk.

Reminders:

- Keep all your previous DS-2019 forms for your records in case they are required if you apply for a visa or other requests.
- Read important information about limits to [international travel](#) with an expired visa on the OIPS website.
- If you would like to continue [on-campus employment](#), you will also need to request OIPS approval.

Student completes this section:

(First Name) (Last Name)

GMU ID # _____ Email Address: _____

Major/Field of Study: _____
Minor: _____

Expiration of current DS-2019: _____ Today's Date: _____
(Month) (Day) (Year)
Undergraduate _____ Master's _____ Doctoral _____ Other _____

Number of Credits This Semester: _____

By signing this form, I confirm that I am requesting a J-1 Program Extension and all of the information I have provided is complete and accurate to the best of my knowledge.

Student Signature: _____ Today's Date: _____

Academic Advisor completes this section:

This student has informed OIPS that more time is needed to complete the requirements for their program. Per Federal Regulations, "Responsible officers may extend an exchange visitor's participation in the Exchange Visitor Program up to the limit of the permissible period of participation authorized for his or her specific program category."

Advisor Confirmation of Extension Reason:

- Change in major
- Change in research topic
- Unexpected research issues
- Original time granted not reasonable to complete academic program of study
- Other: Please explain:

Program extension rationale: _____

Academic requirements remaining (please include number of credits):

Expected Completion Date: _____

Signature: _____

Print Name: _____ Date: _____

Position: _____ Telephone: _____

For CHINA 1+2+1 Students only:

GMU CHINA 1+2+1 Advisor Name: _____ Signature: _____

Notes: