## **Department Request to Extend a J-1 Scholar**

## **Timing:**

The earliest that an extension request can be initiated for a J-1 Scholar is **120 days prior** to the end date of the current DS-2019 form. IFSS strives to process all incoming requests within a 2-3 week time period, provided all information and required attachments are included with the original application.

## **Submit to IFSS:**

- Completed extension application
- Copy of UW-Department re-appointment letter
- Copy of updated financial support documentation (if there is no UW-salary statement in the reappointment letter)

## Note:

- IFSS will verify registration and compliance with the SHIP Office
- J-2 Employment CANNOT be used as financial support for extension
- J-2 DS-2019 forms are automatically included with the J-1 extension

J-1 Name		
Last/Family name	First name	Middle name
Current local (Madison) address —		Apt/Room#
(Apartment/House currently being rented)  City	State	Zip Code
E-Mail of Scholar		
Office Phone Number of Scholar —		
Home Phone Number of Scholar		
Sponsoring Department		
Name of Professor that scholar is working with		
Dates of Extension	То	
Total Support from UW-Madison (\$)		
Other Support Awarded To Scholar (\$)		Per
Source of "Other" Support		
Insurance Coverage of Scholar (and family)		
Department Contact Name		
Department Contact E-mail		
Department Phone Number		
Signature of Department Appointing Authority		
Date		