

If you requesting an extension of a J-1 visa status of an Exchange Visitor currently in the U.S., the hosting department must submit a complete extension packet to the OIS at least 30 days prior to the end date of the DS-2019. If the Exchange Visitor has received Department of State approval for a waiver of the two-year home residency requirement, h/she is ineligible for an extension and should contact OIS with questions.

Kindly submit the complete J-1 Exchange Visitor application request packet with all the required forms and supporting documents either electronically (one large pdf) in one email to international@uthscsa.edu or in hard copies to the OIS in person or via campus mail. Please do not send the documents piecemeal. Due to the vast volume of paperwork that we handle, we strongly prefer that you submit all paperwork as a complete package.

ITEMS NEEDED FROM THE SPONSORING DEPARTMENT

J-1 Exchange Visitor Sponsoring Department Questionnaire*

J-1 Exchange Visitor Visa English Proficiency Attestation Form* (Only required if the exchange visitor began his/her J-1 program prior to January 5, 2015 at UT Health San Antonio and we do not already have evidence of English proficiency on file)

Updated Offer Letter from Department signed by the exchange visitor, hosting faculty member, and Department Chair/Unit Director indicating that an extension is being requested, the visitor's position/role, duration of stay, funding provided if any, and 2-3 sentences describing proposed activities (e.g. research or training)

The U.S. Department of State regulations prohibit J-1 Exchange Visitors from engaging primarily in clinical activities except if their J-1 visa is sponsored by the Educational Commission for Foreign Medical Graduates (ECFMG). If the Exchange Visitor has a medical degree (foreign or U.S.), the department must submit the No Patient Care or Contact Attestation if it was not provided with the initial request for a DS-2019

Questions?

Contact the Office of International Services (OIS) at 210-567-6241 or international@uthscsa.edu.

ITEMS NEEDED FROM THE INTERNATIONAL VISITOR

J-1 Exchange Visitor Applicant Questionnaire*

Proof of required insurance for J-1 exchange visitor and any J-2 dependents for the duration of the extension that meets the Department of State minimum requirements, including coverage for health, emergency evacuation, and repatriation of remains.

Financial Support Documentation - The U.S. Department of State requires the Health Science Center to obtain documents showing the visitor's ability to support his/herself and any accompanying J-2 dependents in the U.S. The Health Science Center requires that the visitor demonstrate at least \$26,000 per year (or \$2167 per month) in financial support. An additional \$4675 per year (or \$390 per month) is required for each dependent on a J-2 visa. *All financial documents must be in English or officially translated into English. Documents must be dated within the last 3 months. Salary statements and/or tax documents are not acceptable.*

Acceptable financial support documents are:

Official signed, dated documents issued by the Health Science Center indicating specific amount of funding provided (for example, salary, stipends, fellowship, scholarship, etc...) and length of support

Official bank statement printed on the bank's letterhead including the date of issuance, account holder's name, and current balance. *If the bank statement is not under the applicant's name, please submit an additional signed, dated letter from the person who will be financially supporting the visitor stating relationship to the visitor, amount of financial support, and duration of support.*

Official award/institutional or employer support letter on letterhead from another source such as a scholarship,

grant, etc... showing specific amount of funding and length of support
Copies of passport page(s) showing expiration date and biographic information
Copy of most recent I-94 Arrival Record (can be downloaded at <https://i94.cbp.dhs.gov/>) or if last arrival to the U.S. was prior to April 2013 then a copy of the front and back of I-94 card (if in U.S.)
Copy of visitor's most recent visa stamp (only if a new visa stamp has been obtained since the visitor's initial arrival)

**These forms may be found on the OIS website (www.uthscsa.edu/ois) under the J-1 Exchange Visitors tab.*