



The University of Pittsburgh  
Office of International Services

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## J-1 Student Extension Request

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If you are in J-1 **student** status, you have been granted permission to stay in the U.S. for “D/S,” which stands for “Duration of Status.” This means that you have permission to stay in the U.S. until the end date on your Form DS-2019 or the end of your program, whichever comes first, plus a 30-day grace period (plus any authorized period of Academic Training after completion of a program). You must be pursuing a full course of study and making normal progress towards completing the course of study indicated on your Form DS-2019. If you are not going to be able to finish your program by the end date on your Form DS-2019, you must apply for an extension of stay from your program sponsor in order to remain in lawful status. The name of your program sponsor can be found in Item #2 on your Form DS-2019.

### **HOW TO APPLY FOR AN EXTENSION**

#### ***For J-1 Students sponsored by the University of Pittsburgh***

*Submit the following to OIS no sooner than 120 days and no later than 30 days prior to the expiration date on your Form DS-2019:*

- The attached **Academic Advisor’s Recommendation Form**.
- A letter from your Academic Advisor providing detailed information regarding the reason(s) you need more time to complete the program.
- Evidence of financial support to cover the period requested in the extension. If your source of financial support is the University of Pittsburgh, you must submit an appointment letter from your hiring department. If your funding comes from outside the University, you must submit the attached **Certification of Financial Responsibility** form along with the appropriate accompanying documentation.
- Exchange students** must submit written permission from their home institution granting permission for the extension beyond the normal program length.

If you have dependents in J-2 status, you must complete the attached **Dependent Information Form**.

Once OIS has received these items, we will review your case to determine whether or not you meet the lawful eligibility requirements for an extension of your Form DS-2019. If you meet all lawful requirements, OIS will issue you a new Form DS-2019 with a new program completion date/expiration date. You will be asked to come in and sign the Form DS-2019. The new Form DS-2019 replaces all previous Forms DS-2019 and becomes your current, valid, lawful document. Please note that you should **KEEP** all previous Forms DS-2019, because the U.S. Citizenship & Immigration Services (USCIS) and/or the U.S. Department of State (DOS) require for copies of previous documents when processing applications for certain benefits, such as a change of status. You should keep all previous Forms DS-2019 in a safe and secure location.

The extension process must be completed **prior to** the expiration date on your current Form DS-2019. If you have not requested an extension prior to the expiration date on your current Form DS-2019, please schedule an appointment with an OIS advisor as soon as possible to discuss your situation.

In addition to extending your Form DS-2019, you may also wish to extend your visa (the stamp in the passport), but this is not required to remain lawfully in the U.S. Visas only need to be valid when you are entering the U.S.; they do not have to be valid for your entire period of stay inside the U.S. It is the Form DS-2019 that must always be valid while you are in the U.S. If you elect to extend your visa, please be aware that you can only do this outside of the United States at a U.S. Embassy or Consulate. J-1 visas are not renewable within the United States.



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## Academic Advisor's Recommendation Form for Extension of Time for Completion of a Program of Study

Student's Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Expiration date on current Form DS-2019: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Degree pursuing (circle one):      Bachelor's      Master's      Ph.D./Ed.D.      Non-Degree      Exchange Student\*      Other

**Academic Advisor:** This form is provided for your convenience and is designed to facilitate the communication of certain information required by regulations of the U.S. Citizenship & Immigration Services (USCIS) and/or the U.S. Department of State (DOS). Its completion is needed for an international student in J-1 status to apply for an extension of the time limitation placed upon the student's current program of study. Please complete this form in full and attach a detailed letter explaining why more time is needed. See #2 on the previous page. If you have questions, please contact an Advisor in OIS at 412.624.7120.

**A. Academic History:**

Number of credits required for degree: \_\_\_\_\_ For course work: \_\_\_\_\_

Number of credits for thesis/dissertation: \_\_\_\_\_

Describe any additional requirements: \_\_\_\_\_

Total credits earned to date: \_\_\_\_\_ (Course work: \_\_\_\_\_ Thesis/Dissertation: \_\_\_\_\_)

**B. Current Status:**

1. I anticipate that this student will complete all requirements for the current program of study on or about:

\_\_\_\_\_  
mm/dd/yyyy

2. This student has not yet completed the current program of study due to (please check all reasons that apply):

- Delays caused by a change in major field of study
- Delays caused by a change in research topic
- Delays caused by unexpected research problems
- Delays caused by lost credits upon transfer to our school
- Other (see attached detailed letter):

**A. Tuition Estimate:**

All internationals are required to show proof of financial support for the duration of their extension. Please provide an estimate of the students expected tuition and fees *for the duration of the requested extension period.*

<b>Tuition</b>	
<b>Fees</b>	

**“I therefore recommend that this student be allowed additional time to complete studies.”**

Advisor's Name (print): \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yyyy

\* Exchange students must have written permission from their home institution in order to extend their stay at the University of Pittsburgh.





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## Dependent Information Form

### **Principal's Information** (J-1)

Principal's Name: \_\_\_\_\_  
*Family Name* *Given Name* *Middle Name*

Principal's U.S. Social Security Number, ITIN, or University ID (if applicable/known): \_\_\_\_\_

### **Dependent Information** (J-2)

*For each of your accompanying dependents, please provide the following information. Attach additional sheet if necessary.*

#1 - Salutation:  Dr.  Mr.  Mrs.  Ms. Gender:  Male  Female Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

SSN (if applicable): \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

#2 - Salutation:  Dr.  Mr.  Mrs.  Ms. Gender:  Male  Female Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

SSN (if applicable): \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

#3 - Salutation:  Dr.  Mr.  Mrs.  Ms. Gender:  Male  Female Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

SSN (if applicable): \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_

#4 - Salutation:  Dr.  Mr.  Mrs.  Ms. Gender:  Male  Female Relationship: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

SSN (if applicable): \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Country of Permanent Residence: \_\_\_\_\_