Department Guide to Requesting
J-1 Program Extensions
EV Extension Request

Prior to the expiration of their J-1 program, the Exchange Visitor (EV) will receive emails from Visa and Immigration Services encouraging them to either:

- Speak with their host department regarding the possibility of requesting an extension of their current program.
- Or, submit the Ending My J-1 Program request and prepare for departure from the U.S.
Departmental Access:

All workshop attendees will be granted Departmental Access upon completion of training.

**To login to accessVIS:**

1. Click [here](https://vis@stonybrook.edu) or enter https://vis@stonybrook.edu in your browser.
2. Click the *Administrative Services for University Departments* link (at the bottom of the screen).
3. Enter your netID and password.
4. Expand the *Scholar & Faculty Services* window (located on left menu bar), and select the request you wish to initiate.

★ If you did not attend the workshop, you’ll need to submit a one-time access request in accessVIS. See next slide for instructions.
Requesting Departmental Access:

If you have **not** attend the workshop, follow the steps below to submit a one-time access request:

1. Enter [https://vis.stonybrook.edu](https://vis.stonybrook.edu) in your browser.

2. Click the *Administrative Services for University Departments* link.

3. Enter your netID and Password.

4. Complete and submit the *Department Access Request Form*.

5. Once access is granted you will be notified by VIS.
EV Extension Request:

Requests to extend a J-1 Exchange Visitor’s program must be initiated by the Host Department through submission of the EV Extension Request.

Click the EV Extension Request link to access the “Lookup” screen to search for the respective exchange visitor.

Enter Stony Brook ID# and Date of Birth.
Exchange Visitor (EV) Extension Request: Required Uploads

**Exchange Visitor Uploads**
- Current I-94 Arrival/Departure Document *
- Curriculum Vitae
- Dependent immigration documents *
- Evidence of continuous Insurance Coverage
- Passport (photo and expiration page)
- Pending/Approved 212(e) Waiver *
- Proof of financial sponsorship

**Departmental Uploads**
- Letter of Support/Clearance from Partnering Institution *
- Non-Salaried Appointment Letter *
- Offer Letter (verifying EV’s job title, salary, employment dates) *
- Personnel Requisition *

*If applicable*
EV Extension Request:

The extension of an Exchange Visitor’s J-1 program cannot be authorized beyond their eligibility to remain in the program – this is dictated by their category.

- Research Scholar = 5 years
- Professor = 5 years
- Short Term Scholar = 6 months
- Student Intern = 12 months

Submission of the form will trigger an email to the EV’s Supervisor requesting details pertaining to program objectives and sites of activity. Confirmation of this information is required in order to authorize an extension.

★ The contact listed above cannot be the same as the Department Administrator.
Dear Faculty/Principal Investigator:

You were identified as the supervisor of Test Visitor\'s (Date of Birth: 08/21/1985) proposed program/activity at Stony Brook University. Visa & Immigration Services (VIS) requests that you login as instructed below, to provide the necessary details pertaining to the activity or activities of the proposed Exchange Visitor. The submission of this form is required for VIS to authorize the activity and issue an extension of Test Visitor\'s J-1 program.

If you were sent this form in error, please contact vis@stonybrook.edu including the Exchange Visitor\'s name and date of birth.

Please follow the link below to respond to this request:
Exchange Visitor\'s Program Details & Sites of Activity

Client Name: Test Visitor
Client ID Number: *******7224
Your Login ID: meghan.behan@stonybrook.edu
Your Password: 9F00DC3-2B

Thank you for your time and attention to this matter. If you have any questions, please contact vis@stonybrook.edu

Regards,
Visa and Immigration Services
E5310 Melville Library
Stony Brook, NY 11794-3393
www.stonybrook.edu/visa
vis@stonybrook.edu
+1 631.632.4685
EV Extension Request: (Supervisor’s View)

The EV’s Supervisor may view the information provided on the Program Details & Sites of Activity form by clicking the link at the top of the page.

If the EV’s is not appointed to payroll (i.e. State / Research Foundation) the Supervisor must detail:
• The purpose of his/her visit.
• Department's expectations/desired outcome.
• The facilities/resources/amenities provided.
• Percentage of time the EV will be spend teaching, researching, observing, consulting, etc.

★ Only AFTER the Supervisor has submitted his/her piece of the request, will the EV receive communication instructing him/her to log into accessVIS
EV Extension Request: Email to Exchange Visitor (EV)

Stony Brook ID: TEMP757224

Dear Test Visitor:

Thank you for your interest in Stony Brook University! As a non-immigrant of the United States, to visit Stony Brook University for a specific objective, Visa & Immigration Services (VIS) must obtain certain information from you and your host department to determine the most appropriate non-immigrant status and category.

Your host department has initiated the EV Program Extension request on your behalf, however your submission of the following forms is required in order to proceed. Follow the login instructions below to complete your portion of the request:

- EV Biographical & Program Details
- EV Proof of Financial Eligibility

Login Instructions:

1. Enter https://vis.stonybrook.edu into your browser, or click here to begin!
2. Click on "Limited Services"
3. Enter your SBU ID (TEMP757224), Date of Birth (08/21/1985), and Limited Access Pin (650466).
4. Click to expand the Scholar & Faculty Services window (located on left menu bar), then double click EV Program Extension request.

For additional assistance, please contact vis@stonybrook.edu.
EV Extension Request: (EV’s View)

- The Exchange Visitor is required to submit two forms as part of the EV Extension Request:
  - EV Biographical & Program Details
  - EV Proof of Financial Eligibility

- Upon submission of the required forms the EV Extension Request will undergo review by VIS.

- Please allow 10 business days for processing.

Exchange Visitor Extension Request

An extension of J-1 immigration status for continuing scholars requires an official salaried or non-salaried appointment to support the request to extend their stay at State University of New York at Stony Brook. It may be possible to continue a program even though specific terms of the visit are changing (i.e., from a paid appointment to a non-salaried appointment.) Please contact the Visa and Immigration Services (VIS) office for advisement, if you have questions about this.

Upon submission of the required forms, Visa & Immigration Services will begin reviewing the request. If any additional information or clarification is required, the host department will be contacted directly.

VIS will contact the Exchange Visitor when the updated Form DS-2019 and on-campus work authorization letter (if applicable) are ready for pick up. It is their responsibility to provide copies to the host department so the Form I-9 can be re-verified by the appropriate Payroll office.

Below is a checklist of forms required in order for Visa & Immigration Services to determine the eligibility for an extension of the J program. The following forms require the attention of the department and Exchange Visitor.

NOTE: The Exchange Visitor’s visa stamp may expire while s/he is within the U.S. The extension granted on Form DS-2019 is sufficient to allow the Exchange Visitor to remain in the U.S. and continue the program.

- [ ] EV Biographical & Program Details
- [ ] EV Proof of Financial Eligibility

E-FORMS TO BE COMPLETED BY YOUR DEPARTMENT

- [ ] Program Details & Sites of Activity