

J-1 Student DS-2019 Program Extension

The U.S. Exchange Visitor Program allows students in J-1 status to apply for a Program Extension under certain circumstances. The Responsible Officer in the Office of International Student Services can approve an application for an extension of stay only after certifying that the Exchange Visitor has been maintaining his/her lawful immigration status, that the extension will not exceed any regulatory limits for the Exchange Visitor's category, and that the extension is justified by the circumstances. If you anticipate that you will not be able to complete your degree or specific educational objective (for non-degree students) by the program expiration date, which is listed in section #3 of your DS-2019, you will need to submit the required documents listed on the back of this page to the Office of International Student Services (OISS). **All documents must be submitted to the OISS at least 1 month BEFORE your program expiration date.** Students who fail to submit the required paperwork by the established deadline may fall out of lawful immigration status.

Please read the instructions on the back of this page very carefully for the steps you must follow to initiate and complete the *J-1 Program Extension* application process.

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Instructions for J-1 Program Extension Application

J-1 students who wish to apply for a J-1 program extension MUST read and follow the instructions below and submit all required documents to the Office of International Student Services (OISS) AT LEAST 1 MONTH PRIOR to the program expiration date listed in Section #3 of your current DS-2019. Failure to meet this deadline could result in the loss of your lawful J-1 status.

1. *Complete Part A of the form entitled “Academic Department Recommendation for a Program Extension”, and have the appropriate academic representative complete Part B of the form for you (attached).*

2. *Prepare a new Financial Affidavit with Supporting Documents.*

You will need to meet with the Responsible Officer in the Office of International Student Services to determine the exact amount of funding you will need to show for your program extension. The amount will vary depending on how long you will need to complete your studies/degree at Regent. You will need to submit some supporting documentation with the Financial Affidavit, such as a bank statement. The Financial Affidavit Form can be accessed on the OISS website through the following link: <http://www.regent.edu/admin/stusrv/iss/documents/FinancialAffidavitForm10.17.08.pdf>.

3. *Obtain a Certificate of Enrollment from the Registrar’s Office.*

The Certificate of Enrollment must show full-time or part-time status for every semester since you began your studies at Regent University—including the current semester. (The Certificate must be requested from the Registrar’s Office in Room 235, Student Center and takes approximately 3-5 days to process. The request form is available on the Registrar’s website at:

http://www.regent.edu/admin/registrar/documents/FormStudentALL_CertLetterRequestForm_001.pdf).

4. *Complete the Verification of Lawful J-1 Status (attached).*

5. *Submit the 4 items listed above to the Office of International Student Services (OISS) WITH a photocopy of your most recent DS-2019, the essential pages of your passport, your I-94 card, and your latest J-1 visa.*

► Failure to submit all documents by the above listed deadline can result in serious immigration problems for you.



Academic Department Recommendation for a Program Extension (for J-1 Immigration Status)

Part A: Instructions to STUDENTS--Complete this section of the form, submit it to the appropriate academic representative to complete Part B, and return it with all other required items to the Office of International Student Services at least 1 month prior to the expiration date on your current DS-2019. Failure to meet this deadline can result in serious immigration problems.

_____	_____	_____
Last/Family Name	First/Given Name	Student I.D. Number
_____	_____	_____
Major/Concentration		Expected Date of Graduation
_____	_____	_____
Phone Number		Email Address

Part B: Instructions to ACADEMIC ADVISOR/DEAN--Please read the paragraph below, complete this section of the form, and return it to the student as soon as possible.

The Exchange Visitor Program allows students in J-1 immigration status to apply for a program extension under certain circumstances. According to section 4.7.3 of the Code of Federal Regulations regarding nonimmigrant classes, the Responsible Officer in the Office of International Student Services can approve an extension of stay for a J-1 visitor only after certifying that the exchange visitor has been "maintaining his/her status, that the extension will not exceed any regulatory limits for the category of student, and that the extension is justified by the circumstances and the relevant regulations."

Please explain the academic reason for the extension of stay for the student listed above and return the form to the STUDENT as soon as possible: _____

Is the student in good academic standing and has he/she maintained the equivalent to full-time enrollment each semester the student has been at Regent? Yes ____ No ____

What is the expected completion date of the student's academic degree, or specific educational objective (for non-degree exchange students)? May ____ August ____ December ____, 20____.

_____	_____
Name of Academic Advisor/Dean (Please Print)	Telephone Number
_____	_____
Signature of Academic Advisor/Dean	Today's Date

Part C: To be completed by the Responsible Officer in the Office of International Student Services:

- The student has maintained full-time enrollment or a prescribed course of study each semester.
- The student has not worked without prior WRITTEN authorization.
- The student has met other requirements for maintaining lawful J-1 immigration status.
- The program extension was entered into SEVIS on (date): _____

_____	_____
Signature	Date



Verification of Lawful J-1 Status

Student's Name: _____
(Last) *(First)* *(Middle)*

Student ID Number: _____

▶ I understand that employment is defined as the part-time or full-time rendering of services for compensation—financial or other, which requires written authorization, and I have not been employed on or off campus without **PRIOR WRITTEN** authorization from the International Student Advisor, or an Employment Authorization Document (EAD) from USCIS (formerly known as INS):

True___ **False**___

▶ I have not been employed on campus more than 20 hours per week while school was in session (during the fall and spring semesters):

True___ **False**___

▶ I have been enrolled full-time each semester at Regent or have received **PRIOR** approval to drop below full-time status from the Office of International Student Services.

True___ **False**___

▶ If you answered “false” to any questions above, please explain here:

Student's Signature: _____ Today's Date: _____