



This form is available in alternative format upon request. To request accommodations based on a disability, please call (850) 644-1702, or e-mail intctr@admin.fsu.edu.

This handout outlines the procedures to follow if you need to extend your permission of stay in the United States either to start or complete your Academic Training.

When to Extend

Your permission to stay in the United States ends on the expiration date of your DS-2019. There is a 30-day grace period to which you are entitled after that date for the purpose of travel and making arrangements to depart the U.S. You are not eligible to work during the 30-day grace period. In other words, your permission to stay in the U.S. will expire 30 days after the date shown on item 3 on your DS-2019 (Certificate of Eligibility for Exchange Visitor Status), but, if needed, you should apply for an extension prior to the expiration date of your current DS-2019 and prior to the grace period.

How to Extend

To extend your permission to stay in the United States, you must obtain a new Form DS-2019 for yourself and your dependents in J-2 status from the Center for Global Engagement. The Responsible Officer (R.O.) or Alternate Responsible Officer (A.R.O) will need proof of your eligibility before issuing the form. If you need an extension to complete your studies, you must complete the Request to Extend DS-2019 for J-1 Students. If you need an extension to engage in or complete your academic training, please read the hand out on Academic Training for J-1 Students. Please note that you will need proof of sufficient funding for the extended period.

Traveling Abroad

You must obtain your extended DS-2019 from with valid travel signature before travel if you are nearing the end of your program. If the J-1 visa in your passport has expired and you plan to travel, you must apply for a visa renewal at a U.S. consulate abroad. If you plan to travel to a country other than your home country, please contact the Center for Global Engagement prior to making travel arrangements. It is often difficult to obtain a visa at a U.S. consulate in a country other than your country of citizenship or permanent residence.

J-2 Dependents

The status of your J-2 dependents is automatically extended when your status is extended, but remember to request a new, extended DS-2019 form for your dependents if you do not receive them at the same time as you receive your own. If your spouse has a work permit, this document will most likely expire when your DS-2019 expires. You should consider applying for an extension at least 4 months before your ending date in order to allow sufficient time for the renewal of your spouse's work permit. He/She must submit a request to extend the work permit to the Texas Service Center. The current processing time is about 4-6 months. The above information about traveling abroad also applies to J-2 dependents. If they plan to travel abroad without you or return home permanently, please contact the Center for Global Engagement to ensure that they have the proper validation for travel or that their status is properly reported to the immigration database, SEVIS.

Caution

It is your responsibility to request an extension of your DS-2019 before it expires. If you do not make the request in time, you are considered to be out of status, and a reinstatement request through the Department of State may be required depending on how long you have been out of status. This is a costly and time-consuming process, during which you cannot engage in employment. We suggest that you make your request 30 to 60 days prior to the expiration date. In general, requests cannot be processed earlier than 90 days before the DS-2019 expires, unless you have specific circumstances that require earlier processing (J-2 work permission renewal or extended travel).



Please make sure that this form is completed thoroughly. Incomplete forms will delay the processing of your request. Return the completed form to the Center for Global Engagement, 107 S. Wildwood dr., telephone 850-644-1702, fax 850-644-9951. If you have questions about completing this form, contact Tanya Schaad at 850-644-0977 or tschaad@admin.fsu.edu. Allow 4 working days for processing.

Student Information (to be completed by student):

| | | | |
|-----------------|----------------------|--------------------------|----------------------|
| Name: | <input type="text"/> | EMPLID: | <input type="text"/> |
| E-mail Address: | <input type="text"/> | Telephone Number: | <input type="text"/> |
| Address: | <input type="text"/> | DS-2019 Expiration Date: | <input type="text"/> |

List dependents (spouse) and children) that are currently in the U.S. Use the back of this page if necessary.

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Funding Information (to be completed by student):

If you will receive financial support from your academic department, your advisor will complete this information in the section below. If you receive financial support from other sources, please list them below and attach appropriate proof (letter, bank statements, etc.)

Note: If you have any family members in the United States, you must also show additional funds for them, in the following amounts: Spouse: \$3,000/year; each child: \$500/year.

| | | |
|---|----|----------------------|
| <input type="checkbox"/> U.S. Government funding (attach proof) | \$ | <input type="text"/> |
| <input type="checkbox"/> International Organization (attach proof) | \$ | <input type="text"/> |
| <input type="checkbox"/> Government of home country (attach proof) | \$ | <input type="text"/> |
| <input type="checkbox"/> Binational Commission of home country (attach proof) | \$ | <input type="text"/> |
| <input type="checkbox"/> Other sources (specify; attach proof) | \$ | <input type="text"/> |
| <input type="checkbox"/> Personal Funds (attach proof) | \$ | <input type="text"/> |

Academic Advisor Recommendation (to be completed by Academic Advisor):

In order to maintain legal status as a J-1 student at Florida State University, this international student must extend his/her DS-2019 immigration document. To assist us in completing the student's extension request, please complete the following information:

- Indicate the term when you expect the student to complete his/her program:
- Has the student been continuously enrolled in his/her program of study and making normal progress? Yes No
- Briefly explain reason why student did not complete his/her program by the date indicated on the current form DS-2019:



- If the department provides financial support for this student, please complete the information below indicating amount available per term:

| | Fall Term | Spring Term | Summer Term |
|-----------------------|-------------------------|-------------------------|-------------------------|
| Assistantship amount: | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| Out-of-state waiver: | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |
| In-state waiver: | \$ <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> |

I recommend that the student be allowed additional time to complete his/her studies.

| | | | |
|------------|----------------------|-------------------|----------------------|
| Name: | <input type="text"/> | Position: | <input type="text"/> |
| Signature: | <input type="text"/> | Date: | <input type="text"/> |
| E-mail: | <input type="text"/> | Telephone number: | <input type="text"/> |

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