



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

J-1 EXCHANGE VISITOR REAPPOINTMENT / EXTENSION PACKET

Overview – US Department of State regulations place certain limitations upon the length of time J-1 Exchange Visitors (EV) may spend in J-1 status and establish procedures to extend an initial appointment. The “To” date in Section 3 of the Form DS-2019 is the end date by which the Department of State expects the current appointment to end. **NO WORK IS AUTHORIZED BEYOND THE END DATE LISTED ON THE DS-2019.** Professors and research scholars can spend an aggregate of **5 years** in the US in J-1 status. Short-term scholars can spend a maximum of **6 months**.

Please note: EVs are **not eligible** for a J-1 extension if they have received either a recommendation letter from the Dept. of State to waive the two-year home residency requirement (also known as “212(e)”) or a J-1 waiver; the department must then sponsor the EV for employment in H-1B status. ISSS can help.

Eligibility – EVs are eligible for an extension of their appointment if:

1. They have not exceeded the time limitation placed upon the original appointment by the “To” date on their DS-2019, AND
2. They have continuously maintained lawful J-1 non-immigrant status, AND
3. They can show additional funding and approval from the current supervisor.

Application Deadline – ISSS must receive this form and the supporting documents for the extension within the **30-day period before** the end date on the DS-2019. Contact ISSS at least 30 days before the end date to ensure sufficient time to prepare your extension. If the end date has already passed, contact ISSS immediately.

Reappointment Procedures – The EV’s supervisor must complete this form certifying that the EV has been continuously participating in their current appointment, recommending an extension of the appointment, providing a new end date, and stating the source and amount of funding for the extension.

If the additional departmental funding will not cover the total estimated cost of the extended EV’s stay in the US, or if the department will not financially support the EV, the EV must provide supporting documents (such as bank statements) to prove they have enough funding for the extended period.

Minimum funding requirement:

- for J-1 – \$24,000 per year, or \$2,000 per month;
- for J-2 dependents (if any) - \$5,000 per year per dependent family member.

New Offer Letter – The department must issue a renewed offer letter/extension letter stating the field of research, title, **dates of new appointment**, and source and level of funding (outside source, self-funded, UAB Payroll, state funds, federal grant, private grant, etc.).

Proof of Additional Insurance Coverage – ISSS will not approve the reappointment without reviewing evidence of health insurance coverage for the EV and any dependents. This coverage is required by law for the duration of the EV’s stay in J-1 status. More information is available on [ISSS website](#).

After the extended DS-2019 is issued – The EV must schedule an appointment with ISSS to reverify their I-9 if paid by UAB. The department administrator is responsible for updating Oracle with the new end date.



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SECTION I: RE-APPOINTMENT DETAILS

Date: _____

The below-named J-1 Exchange Visitor (EV) has been continuously participating in the established appointment and is eligible for extension. I request that his/her period of stay in the US be extended.

EV Name: _____
Last/Family names Given/First names

Date of Birth: ____/____/____
MM DD YYYY

Current US residential address (including apartment number): _____

Current US phone #: _____ Current UAB email address: _____

Current Program End Date: _____ **New Program End Date:** _____

Physical location of the lab (**NO administrative or mailing address**): _____

Job Title and corresponding Assignment Category (21 Postdoc Employee, 20 Postdoc Trainee, 04 Irregular, 60 Volunteer, etc.) _____

Subject of the research (brief description of the research project – not the duties):

SECTION II: FINANCIAL SUPPORT

Source of financial support for the period of extension (* For 2, 3, 4, 5, 6, and 7, provide PROOF of funds.)

1. ____ UAB payroll \$ _____

Please specify the source of the funding (state funds, federal research grant, private research grant, NIH, etc.)

*2. ____ US government agency paying the Exchange Visitor directly (specify) \$ _____



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- *3. ___ International agency organization (specify) \$ _____
- *4. ___ Exchange Visitor's home government \$ _____
- *5. ___ Bi-National Commission of the Exchange Visitor's Country \$ _____
- *6. ___ Other organizations providing support (specify) \$ _____
- *7. ___ Exchange Visitor's personal funds (provide bank statement, letter, etc.) \$ _____

SECTION III: AUTHORIZATION AND ATTESTATION

I agree to notify ISSS if the EV's appointment ends more than 15 days prior to the New Program End Date listed above, as provided by immigration regulations. **I also agree to notify ISSS when the EV's physical lab location, source or level of financial support, or research objective change.**

Department Chair Signature

Faculty Sponsor Signature

Department Chair Name (printed/typed)

Faculty Sponsor Name (printed/typed)

Date _____

Date _____

Sponsoring school: _____

Sponsoring department/division: _____



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INFORMATION NEEDED FOR EXPORT CONTROL SCREENING: J-1 EXCHANGE VISITOR

Under federal Export Administration Regulations (EAR) and International Traffic in Arms Regulations (ITAR), US employers should seek and receive a license before releasing controlled technology or technical data to certain international visitors. Even if such information is released to the visitor within the US, the regulations consider the release a “deemed export” as if the information had actually been sent to the Exchange Visitor’s (EV) home country.

In essence, the [EAR](#) pertains to the production, development, or use of “dual use” items found on the [Commerce Control List](#), while the [ITAR](#) pertains to technical data directly related to defense articles found on the [US Munitions List](#).

For additional background and help determining whether export control regulations will apply to your international EV, please refer to the University Compliance Office’s [Export Control Decision Tree](#).

SECTION I: APPOINTMENT DETAILS

Job Title/Position Offered _____

Exchange Visitor family name _____ **Given name(s)** _____

1. To what research technology and academic facilities, including computer servers and laboratories, will the EV have access? [*Include information about access to potentially controlled and sensitive equipment, software, personnel, etc.*]

2. Will the EV be involved with any projects that (select **all** that apply):

Are proprietary or involve proprietary information? Yes ☐ No ☐

Require the EV to obtain a certain security clearance? Yes ☐ No ☐

Involve research overseen by the Office of Sponsored Programs? Yes ☐ No ☐

If yes, have any of the projects been issued a Technology Control Plan (TCP)? Yes ☐ No ☐

If yes, please attach a copy of the TCP to this form.



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Have publication or access and dissemination restrictions imposed by the sponsor, including but not limited to confidential disclosure, proprietary information agreements, and/or material transfer agreements? Yes ☐ No ☐

Are departmentally-funded? Yes ☐ No ☐

Require foreign national approval by the sponsor? Yes ☐ No ☐

If you answered "yes" to any of the above, please explain. List and describe all projects. [Use additional space as needed.]

SECTION II: ATTESTATION AND SIGNATURE

With respect to technology or technical data UAB will release or otherwise provide to the international EV, I certify that I have reviewed the Export Administration Regulations (EAR) and the International Traffic in Arms Regulations (ITAR) and, to the best of my knowledge, have determined that at the time of creating the DS-2019, a license is not required from either the US Department of Commerce or the US Department of State to release such technology or technical data to the international EV.

I agree to direct any questions or concerns I may have about deemed export, EAR, and/or ITAR issues to Marilyn Thomas, UAB's Director for Export Control and International Compliance (mcthomas@uab.edu)

Supervisor/PI Name: _____ Supervisor/PI Signature: _____

Supervisor/PI Title: _____ Date: _____