

UNIT INSTRUCTIONS FOR EXTENDING  
J-1 EXCHANGE VISITOR (DS-2019)

The process of extending the exchange visitor's J-1 status should begin **at least 45 days prior to the expiration date** of the visitor's current DS-2019 form. The steps below should be processed at the unit level:

\_\_\_\_\_ ***Continuation of Appointment form:*** Unit should load continuation form in HRS and route to HRM for processing.

\_\_\_\_\_ ***Financial Support:*** If the AgCenter will not be providing financial support, obtain an official updated support letter for visitor's source and amount of income if the current support letter has expired. **Minimum level of support for J-1 visitor is \$1500/month and each dependent is \$500/month.** The AgCenter reserves the right to refuse to issue a DS-2019 to visitors who do not have minimum funding for the program.

\_\_\_\_\_ ***Insurance Coverage:*** Review current end dates of health insurance coverage for both J-1 visitor and any dependents. Request verification of health insurance end date extensions if necessary.

\_\_\_\_\_ ***DS-2019.*** Once above information is received and reviewed by the AgCenter HRM Office, the DS-2019 will be extended for requested period. Unit will be notified when updated DS-2019 is ready to be picked up from HRM Office.

Note: Please allow two weeks after submission of these documents for processing of DS-2019.