



This information is designed for visiting professors and researchers in J-1 status at DePaul University. It explains the limitations placed on your stay in the U.S. by the Department of Homeland Security (DHS) and the U.S. Department of State. This handout also outlines the procedures you must follow if you wish to extend your stay in the U.S.

When to Extend

Your permission to stay in the United States ends on the expiration date of your I-94 Departure Record card – unless the card is marked “Duration of Status” or “D/S.” In that case, your permission to stay will expire 30 days after the date shown in item #3 of your Form DS-2019. In general, a person in J-1 status in the category of professor or researcher may stay in the U.S. for five (5) years. You need to pay particular attention to the end-date on your DS-2019 and contact the Office for International Students and Scholars (OISS) at least two months before your permission to stay expires.

Eligibility Requirements for Extension of Stay

You are eligible to apply for an extension of stay if:

1. You are working toward the objective shown on your most recent Form DS-2019, your department supports your wish to continue these activities, and you have a letter from your department inviting you to extend your stay at DePaul;
2. You have maintained your status as a J-1 Exchange Visitor;
3. You demonstrate adequate funding for your stay; **and**
4. You are within the time limitations of your program.

Procedures

About two months before your permission to stay expires, request to meet with a Responsible Officer / Alternate Responsible Officer from the OISS to get more information regarding the extension process. You must ask your department to complete a DS-2019 Extension Request Form or a letter indicating that you are invited to continue your work at DePaul. The letter should also indicate the length of time and salary commitment from DePaul.

Extending your stay

A month before the expiration of your DS-2019 (see item #3 on your DS-2019), provide the following documents to a Responsible Officer / Alternate Officer from the OISS:

- DS-2019 Extension Request Form signed by you and the Dean or Department Chair indicating that you are invited to continue your work at DePaul.
- Proof of continued medical health coverage for you and your dependents, if any.

The RO/ARO will update SEVIS with the extended program information and submit the revised DS-2019 to you.

Travel

After you have extended your stay inside the U.S., avoid a common mistake. If you travel abroad, do not assume that with an approved extension of stay you may reenter this country from another continent with an expired J-1 visa stamp in your passport (unless you are Canadian). If your J-1 visa stamp has expired, you must apply at a consulate for a new one in order to reenter the U.S. as a J-1 Exchange Visitor. In addition to the Form DS-2019 and your passport (and those of your dependents if they accompany you) the Visa Officer may require proof of funding that does not come directly from your J-1 sponsor or your school (for example: a letter of award or support, a bank statement, documentation of income, etc.). Your dependents will need J-2 visas, and you should be prepared to show proof of marriage to your spouse and parenthood of each child.

Caution:

Extension of your permission to stay is your responsibility. If you forget the deadline and apply late, your request for extension will be denied. If you are employed and overlook the date, you will be working illegally. Since such mistakes often have serious consequences. Thus, it is critical that you apply well in advance if you need to extend your stay.

If you have any questions, please call the Office for International Students and Scholars at 312-362-8376