



(Please print on your Departmental Letterhead)

SAMPLE SPONSOR VISA REQUEST LETTER FOR EXTENSION J-1 VISA DOCUMENT

DATE: (Date Request Letter Prepared)

TO: (International Advisor)
Legal - Office of International Affairs
UCT-130

FROM: (Department, School, Center, or Institute **Chair, Dean, or Director**)/ _____
(Department, School, Center, or Institute Name), (Signature Initials)
(Route Number)

THRU: (If applicable, for Postdoctoral Fellows, Fellows, and Research Fellows, only)
(Director Postdoctoral Affairs) _____
(Route Number) (Signature / Initials)

SUBJECT: **Request for Extension of J-1 Visa Document for** (Name of Current Exchange Visitor);
UTHSC-H Job Posting or ID Number: _____ (if applicable)

Dr. (Name of Principle Investigator or Supervisor), (Title,) (Department, Center or Institute Name) would like to request an extension of the J visa document required for (Name of current exchange visitor) to accept a (new appointment / reappointment) in the position of (UTHSC-H Job Title), who is currently a (title or position of visitor) at the (name of current place of employment), in (city and country).

I understand that this (appointment / reappointment) offer is subject to the Rules and Regulations of the Board of Regents of the University of Texas System, Regental and U.T. System policies, the rules and regulations of the University, and applicable state and federal laws and regulations. I understand that all UTHSC-H requirements with regard to selection and recruitment, including verification of academic credentials to ensure eligibility for the position offered, must be met.

For all Research positions this includes providing a copy of the pertinent academic diploma with English translation if appropriate, as well as a copy of a U.S. degree equivalency evaluation prepared by an independent credential evaluation agency. I understand that the visa paperwork cannot be initiated until all required steps are completed and all required documentation is provided.

I am aware that the exchange visitor program requires that visitors maintain their J-1 status by engaging only in activities permitted under their program and category, filing timely and appropriate transfers and extension modifications, refraining from accepting unauthorized employment, and maintaining continuous health insurance. Further, I understand that each J category will have

additional specific requirements. I am also aware that a J-1 exchange visitor may be subject to a “two year home country physical presence requirement” following completion of the J-1 program.

Listed below is a summary of specific information needed to prepare the **extension** of the J-1 visa document:

UTHSC-H Position Offered: *(Job Title)*

If new position: Start Date: *(Month/Day/Year)*

Length of Stay: *(Duration of Funding to Maximum of Five Years)*

UTHSC-H Salary (if any): *(Indicate Annual Salary or Total Amount of Payment)*

Other Source of Funding (if no UTHSC-H salary): *(Indicate source of funding and amount in US dollar that is available for the proposed visit)*

UTHSC-H Employee Benefits: *(Indicate “Yes” or “No”)*

Location of Activities: *(Please specify UTHSC-H component and/or off-campus sites, if any)*

If new position: Brief Description of Activity: *(Describe general job duties)*

The following checked required documents are attached for the Office of International Affairs to determine eligibility for issuance of the Form DS-2019 (Certificate of Eligibility for a J Exchange Visitor Visa):

- Copy of reappointment letter signed by the appropriate authority* (see Reappointment Authorities below), which includes title, salary, period of appointment, (start and end date) and percentage of time to be spent in research, teaching, and/or clinical activities.
- Evidence of funding or financial solvency in the minimum amount of \$1,500 per month for the J-1 visa holder plus \$2,000 per year per family dependant, when applicable, for the entire period of extension requested. This requirement applies to all exchange visitors who will not be fully sponsored financially by the UTHSC-H. Evidence of funding documentation must be in writing, original form, in English or accompanied by a certified English translation, and for all documents submitted as evidence of funding *such as bank statement, financial award letter, etc.*
- [J-1 Insurance and Waiver Statement Sheet](#)
- Proof of health insurance coverage for the length of the extension, as follows:
 - o Major Medical Coverage: \$50,000
 - o Repatriation of Remains: \$ 7,500
 - o Medical Evacuation: \$10,000
- Copy of unexpired passport for the J-1 exchange visitor and J-2 dependents
- Copy of current I-94 Form.

Please call *(Name of Sponsoring Department Contact)* at ext. *(UTHSC-H phone number)* for questions or concerns regarding reappointment of the exchange visitor in reference or this visa extension request.

Thank you for your assistance.