Information Required for a J-1 Scholar Extension Request

1. Funding Information
   a. Salary
   b. Source of Funding or Payer
   c. Health Insurance Benefit

2. Appointment Information
   a. Hiring Faculty Member’s Name & Title
   b. Scholar’s New or Continuing Position
      i. Researcher, Professor, or other
   c. Extension dates
   d. Updated Appointment letter if applicable
      i. Required for promotions or new source of funding from host Department
      ii. **School of A&S** admins must upload a letter from the Dean of A&S approving the extension
      iii. **Tufts Dental School** admins must upload a letter approved by Department Chair, Research Dean (if applicable) & Dean of the School
      iv. **Tufts School of Medicine** Administrators must upload an approval letter signed by the Department Chair and the Executive Dean.

**The Visa Processing Fee for a J-1 Extension is $350.** The Department ID number will be collected on the application. No IDRs will be needed for processing.

**An option for non-employed scholars to pay the fee is also available on the application.**


If you have any difficulties using the system, please email InternationalCenter@tufts.edu.