

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 Appointment/invitation letter reviewed and approved by the Department Chair and the Executive Dean.
 - v. **Tufts Medical Center** admins must upload a letter approved by Department Chair and VP of HR

The Visa Processing Fee for a J-1 Extension is \$350.

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

Tufts University Department

1. The Department ID number will be collected on the application. No IDRs will be needed for processing.

Tufts Medical Center and Affiliated Hospitals

1. Please make check payable to Trustees of Tufts College and mail it to Tufts International Center, 200 Harrison Avenue, Posner Hall, Boston, MA 02111.

Once you are ready to begin completing the application, please follow this link: https://tufts-iss.terradotta.com/index.cfm?FuseAction=PublicDocuments.View&File_ID=52

To review the instructions on retrieving a J-1 scholar profile in the portal, please follow this link: <https://icenter.tufts.edu/departments/j1-scholar-overview/administrators-guide-for-submitting-j-1-scholar-requests/>

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