

J-1 Visa Extension Preparation Guide for Administrators

Gather the required information below to complete a J-1 Visa 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.