

## **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.**