## J-1 Exchange Visitor Extension Request Process

A complete J-1 request must be submitted to ISSS at least two (2) months prior to the J-1 EV's program end date to ensure that the J-1 EV can remain in the U.S. and at UNC. The J-1 Exchange Visitor process involves reviews and clearances from multiple University offices (Human Resources, Export Control, and Science & Security) prior to submission to ISSS. Hosting Units should include additional lead time for these offices to complete the necessary clearances

Extension / Update 1. Notify HR of



FM identifies need to adjust J-1 EV program dates & any updates



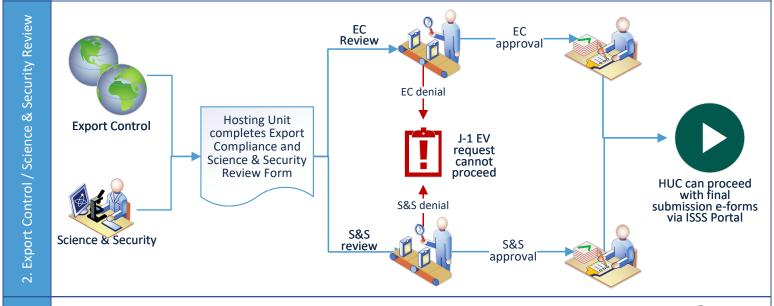
FM works with HUC & HR to satisfy HR requirements extension & updates appointment in ConnectCarolina



HR reviews



HR approves & updates



EV Request **ISSS Portal** via

Request Review by ISSS





request in ISSS Portal\*



J-1 EV reviews info & updates if needed



HUC completes HU e-forms, submits EC / S&S approvals



**HUC submits** final submission e-forms



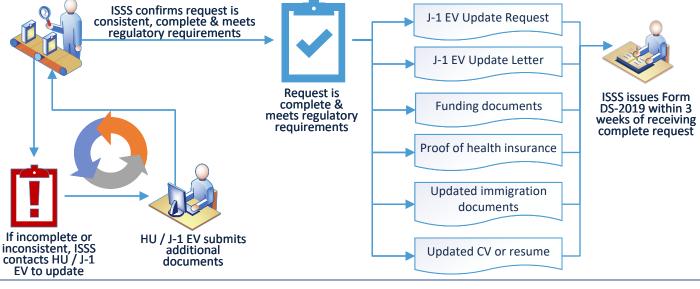
FM reviews, completes, & approves e-form



**HUH reviews,** approves request



J-1 EV request submitted to ISSS



Continuation of Program  $\frac{1}{2}$ 그



ISSS emails Form DS-2019 to J-1 EV



If position is paid, J-1 EV completes I-9 & payroll processes



J-1 EV continues program; HU monitors & reports updates to ISSS to maintain compliance

## **Notes**

\*J-1 EV requests can be initiated in the ISSS Portal while waiting for EC & S&S clearances

J-1 EV: Exchange Visitor

FM: Faculty Mentor **EC: Export Control** 

HR: Human Resources

**HUC: Hosting Unit Contact** 

ISSS: International Student & Scholar

S&S: Science & Security

**HU: Hosting Unit** 

**HUH: Hosting Unit Head** Services

