



J-1 Exchange Visitor Program Extension Request Form

In order for the participant to qualify for Work and Travel program extension, they must meet the following Janus International requirements and guidelines:

- All Program extension requests must be received via proper business email format at least **30 days** prior to the participant's DS-2019 end date and will have a processing fee of **\$175**. The processing fee includes DS-2019 and SEVIS adjustment, e-mailing the scan copy of adjusted DS-2019 form, mailing the original DS-2019 form via regular USPS Standard Post if needed (mailing time is dependent on location and availability of transportation) and extension of Exchange Visitor's Health Insurance coverage within the limit of the DS-2019 form dates
- Again, program extensions need to be requested at least 30 days before the end of your program to allow processing time. Janus International will be unable to extend any Exchange Visitors program if the request is sent past the 30 days deadline
- J-1 Exchange Visitor must comply with Department of State date guidelines for their country of study
- J-1 Exchange Visitor must comply with their university academic post-summer break start date. Participants must return to their home country prior to the start date of their university or college. Janus International will use the university documentation provided in the Exchange Visitor's Hanover application (that was used to obtain the J-1 visa) to verify that there are no university date conflicts.
- Exchange Visitor needs the permission of her/his employer first before applying for the program extension. The employer must sign and date this form at the bottom of the page
- Only J-1 Exchange visitors who have arrived in the US and successfully completed the first 30 days of their program (as verified by host employer) may be considered for an extension
- J-1 Exchange Visitor must send us the exact mailing address in the U.S. or verify that they want their original DS-2019 form to be mailed to their primary host employer on the DS-2019 form
- All J-1 Exchange Visitors must agree that if they are extending their program post-Labor Day weekend, they understand that they might have a limited number of hours in September and they take full responsibility for that. The month of September could bring rain, cold or unpleasant weather conditions which might affect their working hours
- J-1 Exchange Visitor must send Janus International the cashier's check/money order payment of \$175 via a trackable shipping method to arrive within 5 days of 30 days deadline outlined above. You will need to send us a cashier's check or a money order for the amount at this address:

Janus International Hospitality Student Exchange
19519 Jefferson Davis Hwy
Ruther Glen, VA 22546

- **Please do not send cash.** If you do not have a cashier's check, it is best to send a money order. These can be easily obtained at most grocery stores, and post offices. **WE DO NOT ACCEPT CREDIT OR DEBIT CARDS.** We recommend sending your cashier's check or money order through the US Postal Service's "Priority/Express Option." This allows you to track your envelope. Please include a note with details about your request so that we can process it quickly. Once we have received your cashier's check/money order, we will then email you a copy of your new DS-2019 form

Extend Work End Date To (MM/DD/YYYY): _____

J1 Employer on DS-2019 Company Name: _____

Printed Name of J-1 Participant: _____

Email Address of J-1 Participant: _____

Signature of J-1 Participant: _____ Date: _____

Signature of J-1 Participant's Host Employer on DS-2019 form Approving the Request for Extension:

_____ Printed Name: _____

Date: _____