

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. Tufts Medical Center admins must upload a letter approved by VP of HR
 - iii. Dental School admins must upload a letter signed by Department Chair and Dean of the School.

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 or drop it at Office of International Affairs, 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

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