



BROWN

Office of International Student & Scholar Services

Page-Robinson Hall, Suite 420

69 Brown Street, Box 1906

Providence, RI 02912

Email: oisss@brown.edu

Phone 401-863-2427

Fax 401-863-7543

<https://oisss.brown.edu/>

Extension Request for Form DS-2019 for J-1 International Visiting Research Fellows (VRF)

(To be completed and signed by the department and the VRF)

Personal Information

Date Submitted: _____

1. Scholar's name exactly as indicated on his/her/their passport

Family/Surname _____ Given/First _____

2. Current local U.S. residential address:

Street _____ City _____ State _____ Zip _____

3. Academic Institution in which you are currently enrolled outside of the US:

Name: _____ City and Country: _____

Field of Study: _____

4. Email Address: _____

Appointment Information

5. Brown Department: _____ Faculty Supervisor: _____

Email: _____ Phone: _____

6. Requested dates of extension: Start Date: _____ End Date: _____

7. Subject/Field and short description of your Primary Activity at Brown: _____

8. Physical Address of on campus work location: _____
Street _____ City _____ State _____ Zip _____

9. J-1 Exchange Visitors are permitted to work remotely no more than 40%, or 2 days a week. Will the VRF be permitted to work remotely, not to exceed 2 days, or 40% of the work week?

Yes No ☐

10. If yes, please provide the physical location of their remote work:

Street _____ City _____ State _____ Zip _____

Funding

11. Source(s) of Financial Support (enter amount in U.S. Dollars and include currency conversion with all funding documentation) *:

Brown University \$ _____

Exchange Visitor's Government (attach the award letter (with English translations)) \$ _____

Other Organization (specify) _____ \$ _____
(attach the award letter)

Personal funds (attach a financial statement) \$ _____

****Financial Support Guidelines: For Exchange Visitor: \$2868/month. If family members will accompany visitor, please allow \$604 per month for spouse and \$431 per month per child.**

Travel and Dependents

12. Will the VRF travel outside U.S. between now and the start of the requested extension? Yes No ☐

If so, will a new US visa stamp be required for re-entry? Yes ☐ No

13. Will the VRF's J-2 dependent(s) require a DS-2019 extension? Yes No N/A

14. Will the VRF's spouse need to re-apply for J-2 work authorization? Yes No ☐ N/A

I confirm that all the information provided in this form is true and accurate to the best of my knowledge.

VRFs Signature _____ Date: _____

I hereby certify that this department supports the request to extend the sponsorship of the above-mentioned individual as a J-1 Exchange Visitor. I also confirm that all the information provided in this form is true and accurate to the best of my knowledge.

Administrative Contact Name: _____

Contact Signature: _____ Date: _____

Instructions for submitting this form

Sponsoring departments should submit the following to the Graduate School along with this Request form:

1. Completed VRF Appointment Request Form
2. Copy of Exchange Visitor's passport
3. Letters of endorsement by the program chair/ director and the faculty member who will advise the visitor at Brown
4. Proof of financial support
5. Letter from home institution
6. Copy of any dependent passports and applicable marriage certificate
7. Proof of Brown University International Scholars Insurance coverage for the entire duration of the VRF appointment extension

Once the Graduate School receives the above documentation they will issue a new invitation letter to the Visiting Research Fellow.

Once the visitor accepts the invitation from the Graduate School, the Graduate School will forward the appropriate documentation to OISSS. (To help expedite this step you may wish to request a copy of the invitation letter from the Graduate School and scan/email the letter to the Visiting Research Fellow in order for them to accept the invitation more quickly)

Please see our website for instructions, forms, and additional information.

<https://www.brown.edu/about/administration/international-student-and-scholar-services/general-information/brown-department-administrators/visiting-research-fellows>