



INSTRUCTIONS

Use this form to request an update to your DS-2019. You may use this form to request multiple changes at the same time, if necessary (i.e. Program Extension and Travel Signature). Complete this form, attach any required supplemental documents, and return via email to Abby Mensing at amensing@luc.edu.

J-1 Exchange Visitor Information:

Family Name (Last Name) Given Name (First Name)
Loyola Host Department Supervisor Name and Title

I am requesting the following DS-2019 update (check one or more boxes):

Extend Program: If you have applied for a 212(e) waiver, you must inform ISSS. Also, be sure that the extension is within the maximum duration of stay for your J-1 category:

Short-Term Scholar: maximum stay of 6 months from original Program Start Date.

Research Scholar or Professor: maximum stay of 5 years from original Program Start Date.

I have attached these items in support of my Program Extension Request:

- Extension Letter from supervisor confirming new Program End Date (must mention job title and salary, if any)
Updated Funding Documents (if not paid by Loyola)
Proof of extended J-1 insurance coverage through new Program End Date (including J-2 dependents, if any)

Shorten Program: if you need to end your J-1 program before the End Date on your DS-2019, you will need an updated DS-2019 reflecting the new End Date. Keep it for your records, even if you don't think you will need it.

Reason for Shorten Program Request:

- I must return to home country unexpectedly for work/personal reasons
Funding for my J-1 program was withdrawn/ran out.
I changed status within the U.S. from J-1 to: (attach I-797 Approval Notice)
Other (please explain):

New DS-2019 End Date: Date of Departure from U.S. (if applicable):

Change to Funding Source:

I have attached an updated bank statement(s), home employer letter, LUC department letter, etc. verifying my new/updated source of funding.

Reprint: my DS-2019 was lost, stolen, or damaged.

Travel Signature: You may either email your request to: amensing@luc.edu or bring your DS-2019 in person to one of the following locations for signature:

Health Sciences Campus:
Lurdes Llapa, Faculty Data Coordinator
Stritch/Cuneo Center 420
lllapa@luc.edu / 708-216-4537

Lake Shore/ Water Tower Campus:
Abby Mensing, Assistant Director
Sullivan Center, 2nd Floor/ Corboy Law Center, Suite
800 amensing@luc.edu / 773-508-3898

I understand that to re-enter the U.S, I must be in lawful J-1 status and have a valid and signed DS-2019, a valid J-1 visa, and a valid passport that will not expire within the next 6 months.

J-1 Exchange Visitor Signature Date (MM/DD/YYYY)