

Template for J-1 Exchange Visitor Extension Letter

The extension letter will need to contain the following information:

- Description of the Exchange Program activities
- Department and Division (if applicable) name
- School/Academic Division name
- Length of program
- Proposed start date of program
- Title of Exchange Visitor while at Washington University
- Funding information
- Supervisor/Mentor name, title
- Cross-cultural activities in which Exchange Visitor expected to participate

Other items to include if applicable:

- Additional costs the Exchange Visitor is required to pay as part of the program
- For MD holders, statement that there is no patient contact, or include the incidental patient contact letter

To assist with this requirement, please utilize the J-1 extension letter template that follows.

DANFORTH Extension Letter DRAFT

DATE

Dear <SCHOLAR NAME>

I would like to invite you to continue your participation in an Exchange program in the <DEPT NAME> within the <School NAME> at Washington University in St. Louis. Our department is located on the Danforth campus. This program is expected to continue for # months/years beginning on <DATE>. You will continue to be appointed as <TITLE> at <salary per time period> (OR I understand that your visit to Washington University will be fully supported financially by <indicate funding source>.) As such, you will be appointed as <TITLE> in our Human Resources System. (Please indicate any additional expenses the J-1 may incur)

During this continuation of your J-1 program your <supervisor (for paid positions)/program mentor (for unpaid positions)> will be <name>. <Name> will oversee your continued program involving <Description of Activities>

As a reminder, the major component of the J-1 Exchange Visitor program is cross-cultural exchange. While here, we encourage you to participate in <list some cross-cultural activities the dept/school will offer>. In addition, the Office for International Students and Scholars (OISS) will provide cultural offerings and the St. Louis area has many cultural activities in which to partake.

Health Care in the United States can be very expensive. As such the Department of State has established guidelines for <minimum coverage> a J-1 and any dependents need to have. It will be your responsibility to ensure the insurance coverage you choose meets the requirements. Please visit the OISS website for more information (<http://oiss.wustl.edu/j-health-insurance-requirement>).

We are looking forward to your continuation in this program.

Sincerely,

Supervisor Name

Title

MEDICAL SCHOOL Extension Letter DRAFT

DATE

Dear <SCHOLAR NAME>

I would like to invite you to continue your participation in an Exchange program in the <DEPT NAME> within the School of Medicine at Washington University in St. Louis. This program is expected to continue for # months/years beginning on <DATE> . You will continue to be appointed as <TITLE> at <salary per time period> (OR I understand that your visit to Washington University will be fully supported financially by <indicate funding source>.) As such, you will be appointed as <TITLE> in our Human Resources System. (Please indicate any additional expenses the J-1 may incur)

During this continuation of your J-1 program your <supervisor (for paid positions)/program mentor (for unpaid positions)> will be <name>. <Name> will oversee your continued program involving <Description of Activities>

As a reminder, the major component of the J-1 Exchange Visitor program is cross-cultural exchange. While here, we encourage you to participate in <list some cross-cultural activities the dept/school will offer>. In addition, the Office for International Students and Scholars (OISS) will provide cultural offerings and the St. Louis area has many cultural activities in which to partake.

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We are looking forward to your continuation in this program.

Sincerely,

Supervisor Name

Title