Trojan International Training for USC Department Administrators

DS-2019 Extension Requests for J-1 Scholars

PRESENTED BY THE OFFICE OF INTERNATIONAL SERVICES

E-form Submission

The following scholar e-form requests will be initiated by the USC Department Administrator in the Trojan International portal:

- DS-2019 Initial & Transfer-In
- DS-2019 Correction Request
- DS-2019 Cancelation
- DS-2019 Extension

All other request types can be submitted in the portal directly by the J-1 Exchange Visitor.

Preliminary Application Steps

1. ISD (application fee)

The department administer must submit the ISD for $150 through Workday. The ISD memo must identify the name of exchange visitor and request type (extension).

Special Note for CHLA Department Administrators: CHLA ISD Contact: Katie Peterson: kapeterson@chla.usc.edu or Jesse Castro: jcastro@chla.usc.edu

Please factor in additional time for the preliminary steps *prior to application submission.*

Application Requirements (Extension)

1. DS-2019 Extension Request form (submitted by the department administrator)

2. Updated USC Invitation letter indicating the new end date & funding (if applicable)

3. Proof of Funding for exchange visitor & dependents

Submission Timeline for Extension Applications: OIS requires sponsoring departments to submit extension requests a minimum of **one month** prior to the DS-2019 end date.

OIS Processing Time: 10 business days (incomplete applications can take up to 1 month) The processing window begins on the business day following submission.

Accessing Trojan International

Save this link to access the [Trojan International](#) portal. For reference, the login screen is below:

UNIVERSITY OF SOUTHERN CALIFORNIA

Trojan International

Welcome to the Trojan International Login Page

Trojan International provides a variety of online services for USC's international students, scholars as well as the staff that support them. Please log in using one of the options below to view information or to make a request.

Current Students, Scholars or Staff with a valid USC NetID

For full access to your Trojan International account, please log in.

If you have just activated your USC NetID, please wait at least 24 hours before logging into Trojan International.

Login

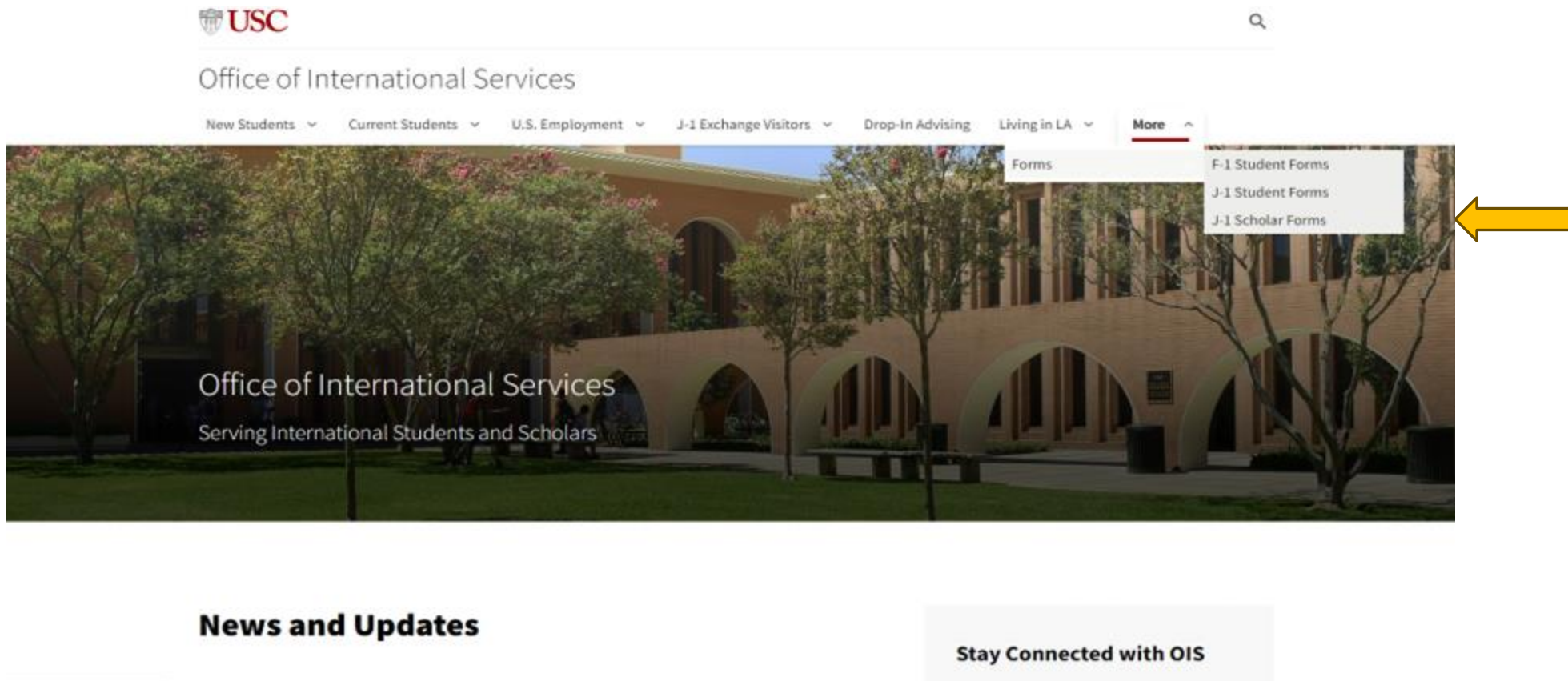A USC NetID and password are required.

Don't Have a USC NetID?
Students and scholars who do not have a USC NetID can log in with their USC ID, PIN, and date of birth.
Students and Scholar (No USC NetID) Login

🔒 **Secure Online Session**

© 2023 USC | USC OIS

To access specific e-forms, please click J-1 Scholar Forms under More tab

Departmental Authorization

This process only occurs once per departmental user

1. Each department administrator using Trojan International must request individual departmental authorization prior to starting a request.

2. Once OIS approves your departmental access, you will be notified via email within two business days.

Trojan International

Request Account

We did not find an existing account in our system matching the login name you entered.

- If you are an international student, scholar, or employee, please select "Client" below.
- If you are a departmental staff member responsible for filing requests pertaining to an international client's immigration status, please select "Department" below.
- If you work for your organization's international services office, please contact your sunapsis system administrator and have them make sure your sunapsis account is set up properly.

(*) *Information Required*

Please select the type of user to log in as: *

○ Student or Scholar   ● Departmental Contact ⬅

Please click "Request Account" to be forwarded to the Departmental Access Request Form.

Request Account

Request Form and Approval Email

--- Departmental Access Request Form ---

Complete this form to gain access to various e-form requests for university departments to request of the international office. These include applications and renewals for H-1B employees, J-1 scholars, and permanent residency petitions.

(*) Information Required

Your Network ID

Your Full Name*

Your University E-mail*

Campus*

Department*

Campus Phone Number*

Street*

City*

State*

Zip Code*

☑ I confirm that I am an administrator for the given department who is authorized by the department to take actions on its behalf. *

Request Access

- CHLA administrators, select HSC;

- ISI and ICT administrators, select UPC.

- DO NOT SELECT "OFF-CAMPUS"

APPROVED: Trojan International Departmental Access

Dear ▉▉▉▉▉

Your request for departmental access to Trojan International has been approved. If you have any questions, please email the appropriate contact:

J1 Scholar: j1scholar@usc.edu
J1 Student: j1student@usc.edu
F1 Summer Programs: oissp@usc.edu

Trojan International Departmental URL:
https://trojaninternational.ois.usc.edu/istart/controllers/admin/AdminEngine.cfm

Office of International Services
University of Southern California

Select Request Type

The department administrator will select the J-1 Scholar DS-2019 Extension Request form. Once the form is selected, the administrator will "Lookup International Record" to start request.

Note: Please use the 10-digit University ID to lookup the record.

Departmental Services

UPC Campus includes ISI and ICT

HSC Campus includes CHLA

Lists

☰ My Current Cases	☰ My Closed Cases	☰ My Department's Current Cases
☰ My Department's Employees & Scholars		

Tasks

Add New Person	Update Your Contact Information	J-1 Non-Degree Student DS-2019 (Initial and Transfer) Request
J-1 Non-Degree Student DS-2019 Cancelation Request	J-1 Non-Degree Student DS-2019 Correction Request	J-1 Non-Degree Student Extension Request
J-1 Scholar DS-2019 (Initial and Transfer) Request	J-1 Scholar DS-2019 Cancelation Request	J-1 Scholar DS-2019 Correction Request
J-1 Scholar DS-2019 Extension Request	Special Programs DS-2019 (Initial) Request	Special Programs Evaluation Request

Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(*) Information Required

University ID*

Date of Birth*

📅 MM/DD/YYYY

Find Record

Application Checklist

J-1 Scholar DS-2019 Extension Request

View/Save/Print E-Form Group

J-1 Scholar DS-2019 extension process

- The USC sponsoring department is responsible for initiating the process
- The USC sponsoring department will provide the extended invitation letter
- The J-1 scholar will provide funding documentation if applicable

Extension request deadline: One month prior to the DS-2019 end date

NOTE: Acceptable file type is PDF under 2MB.

If you see a lock, the form is not yet accessible. Other forms must be completed by either the applicant or the department.

All parties must complete *each section* of this eform to request a DS-2019 with OIS.

Step 1: Department Administrator initiates DS-2019 request	−

☐ REQUIRED
DS-2019 Extension for J-1 Scholar

🔒 NOT YET AVAILABLE
Program Information at USC

Step 2: Scholar completes their section of the request	−

☐ REQUIRED
Scholar Information

☐ REQUIRED
Financial Information

☐ REQUIRED
Medical Insurance Verification

🔒 NOT YET AVAILABLE
Scholar Submission

Step 3: Host Faculty reviews/approves request	−

🔒 NOT YET AVAILABLE
Host Faculty Approval Signature

Step 4: Department Chair/Center Director reviews/approves request	−

🔒 NOT YET AVAILABLE
Department Chair or Center Director Approval Signature

Step 5: Department Administrator reviews/edits Step 2 and submits request to OIS	−

🔒 NOT YET AVAILABLE
DS-2019 Final Submission to OIS

Please note that the following items are required to start the application:

•Application Fee –ISD #

•USC ID Number for applicant

•USC Net ID for applicant

DS-2019 Extension for J-1 Scholar

(*) *Information Required*

Please provide contact information to be associated with this request

CLIENT RECORD: ███████████████

Application Fee: ISD # (ISD-XXXXXX)*

> ISD-

Department Contact Information

Please do not abbreviate any information.

Department Contact Name*

> ████████

Department Contact Email*

> ████████

Department Contact Phone*

> 999-999-9999

USC Sponsoring Department*

> ⌄

Department Street Address*

>

Department Building and Room Number*

>

Department City*

>

Department State*

> California ⌄

Department Zip Code*

> 99999

Do not click on Submit twice.

| Save Defaults | Save Draft | Submit |

Once each section is complete, the department administrator will be returned to the application checklist page.

This section requires the department administrator to upload the USC extension letter issued to the applicant.

Applicant's Email Notification and Checklist

Following the completion of the department administrator's sections, the applicant receives an email to complete their required fields and upload supporting documentation.

Applicant completes their required sections.

Office of International Services

DS-2019 Extension Request - Action Required

Dear ▮▮▮▮▮▮

Your USC sponsoring academic department has started a DS-2019 extension request on your behalf. In order to continue the process, please click the link below to access the forms.

Group: Departmental Services | J-1 Scholar DS-2019 Extension Request

Form: Applicant Information

Form: Financial Information

Form: Medical Insurance Verification

Form: Scholar Submission

Link to DS-2019 Extension Request:
https://trojaninternational.ois.usc.edu/istart/controllers/client/ClientEngine.cfm

USC Department Contact Information:

Department contact name: ▮▮▮▮▮
Department contact email: ▮▮▮▮▮
Department contact phone: ▮▮▮▮▮

Please note: If corrections are required for any of the forms on this request, you may see this email more than once. Please remember to edit/correct and resubmit.

Regards,

J-1 Advising Team
Office of International Services
University of Southern California
https://ois.usc.edu

J-1 Scholar DS-2019 Extension Request

J-1 Scholar DS-2019 extension process

- The USC sponsoring department is responsible for initiating the process
- The USC sponsoring department will provide the extended invitation letter
- The J-1 scholar will provide funding documentation if applicable

Extension request deadline: One month prior to the DS-2019 end date

NOTE: Acceptable file type is PDF under 2MB.

If you see a lock, the form is not yet accessible. Other forms must be completed by either the applicant or the department.

All parties must complete *each section* of this eform to request a DS-2019 with OIS.

Step 2: Scholar completes their section of the request   −

☐ REQUIRED
Scholar Information

☐ REQUIRED
Financial Information

☐ REQUIRED
Medical Insurance Verification

🔒 NOT YET AVAILABLE
Scholar Submission

Department administrator will receive an email notification alerting them to review the applicant's submitted information and assign the Host Faculty.

Office of International Services

Review/edit Scholar submission and assign Host Faculty for ▮▮▮▮▮▮ DS-2019 Extension Request

Dear ▮▮▮▮▮▮

The Office of International Services requests that you log in to the Trojan International portal and click 'My Current Cases.' Then select ▮▮▮▮▮▮ application to review and edit (if necessary) the scholar's submission from step 2 and assign the Host Faculty for step 3.

Please note: If corrections are required for any of the forms on this request, you may see this email more than once. Please remember to edit/correct and resubmit.

If you have questions regarding this request, please email us, or speak with a J-1 Advisor Tuesday through Thursday via OIS Live (Zoom)

Regards,

J-1 Advising Team
Office of International Services
University of Southern California
https://ois.usc.edu

Departmental Services

UPC Campus includes ISI and ICT

HSC Campus includes CHLA

Lists

| My Current Cases | My Closed Cases | My Department's Current Cases |
| My Department's Employees & Scholars | | |

Tasks

Add New Person	Update Your Contact Information	J-1 Non-Degree Student DS-2019 (Initial and Transfer) Request
J-1 Non-Degree Student DS-2019 Cancelation Request	J-1 Non-Degree Student DS-2019 Correction Request	J-1 Non-Degree Student Extension Request
J-1 Scholar DS-2019 (Initial and Transfer) Request	J-1 Scholar DS-2019 Cancelation Request	J-1 Scholar DS-2019 Correction Request
J-1 Scholar DS-2019 Extension Request	Special Programs DS-2019 (Initial) Request	Special Programs Evaluation Request

Step 1: Department administrator will select applicant's name from list.

Step 2: Department administrator will select application type.

Work on an Application

Name: ████████████████
University ID: ████████
Date of Birth: ████████

You may click on an application e-form group to work on for this individual.

--- New Applications ---

J-1 Scholar DS-2019 (Initial and Transfer) Request

J-1 Non-Degree Student DS-2019 (Initial and Transfer) Request

J-1 Non-Degree Student Extension Request

Special Programs DS-2019 (Initial) Request

Special Programs Evaluation Request

--- Continue an Application in Progress ---

J-1 Scholar DS-2019 Extension Request

Department Administrator Reviews Scholar Submission and Assigns Host Faculty

J-1 Scholar DS-2019 Extension Request

View/Save/Print E-Form Group

J-1 Scholar DS-2019 extension process

- The USC sponsoring department is responsible for initiating the process
- The USC sponsoring department will provide the extended invitation letter
- The J-1 scholar will provide funding documentation if applicable

Extension request deadline: One month prior to the DS-2019 end date

NOTE: Acceptable file type is PDF under 2MB.

If you see a lock, the form is not yet accessible. Other forms must be completed by either the applicant or the department.

All parties must complete *each section* of this eform to request a DS-2019 with OIS.

Step 1: Department Administrator initiates DS-2019 request —

✓ SUBMITTED
DS-2019 Extension for J-1 Scholar

✓ SUBMITTED
Program Information at USC

Step 2: Scholar completes their section of the request —

✓ SUBMITTED
Scholar Information

✓ SUBMITTED
Financial Information

✓ SUBMITTED
Medical Insurance Verification

✓ SUBMITTED
Scholar Submission

Step 3: Host Faculty reviews/approves request —

☐ REQUIRED
Host Faculty Approval Signature

Step 4: Department Chair/Center Director reviews/approves request —

🔒 NOT YET AVAILABLE
Department Chair or Center Director Approval Signature

Step 5: Department Administrator reviews/edits Step 2 and submits request to OIS —

🔒 NOT YET AVAILABLE
DS-2019 Final Submission to OIS

Admin Reviews/Edits Scholar's Submission

Host Faculty Approval Signature

(*) *Information Required*

Enter Host Faculty* Information

*Please note that if you are also the Host Faculty, you will need to complete this form. The Host Faculty will receive a separate email to approve this request.

CLIENT RECORD:

Host Faculty Name*

Host Faculty Title*

Host Faculty Email*

Re-type Host Faculty Email*

Do not click on Submit twice.

Save Defaults   Submit

Host Faculty Receives Email to Review/Approve Request

Host Faculty - Approval Signature Required for ████████████ **DS-2019 Extension Request**

Dear ████████

The J-1 Exchange Visitor, ████████████ has submitted a J-1 Scholar DS-2019 Extension Request with the Office of International Services (OIS). You have been listed as the Host Faculty. Your digital signature is required for OIS to review the request.

Please note: If corrections are required for any of the forms on this request, you may see this email more than once. Please remember to edit/correct and resubmit.

Please follow the link below to respond to this request:

Host Faculty Approval Signature

Client Name: ████████
Client ID Number: ████████
Your Login ID: ████████
Your Password: ████████

If you have questions regarding this request, please email us, or speak with a J-1 Advisor Tuesday through Thursday via OIS Live (Zoom).

Regards,

J-1 Advising Team
Office of International Services
University of Southern California
https://ois.usc.edu
Email: j1scholar@usc.edu

Host Faculty Approval Signature

The following links provide you with information submitted as part of the e-form request tied to the following client record:

✓ DS-2019 Extension for Scholar
✓ Program Information
✓ Scholar Information
✓ Financial Information
✓ Medical Insurance Verification
✓ Scholar Submission
✓ Host Faculty Approval Signature

(*) Information Required

CLIENT NAME & ID NUMBER: ████████

COMMENTS / REVIEW FOR HOST FACULTY APPROVAL SIGNATURE

Please note: If you are also the Department Chair/Center Director for this J-1 scholar, you will receive a similar separate email to approve this request.

Category Guidelines:

Research Scholar: The primary objective is research at the USC campus. 80% of the time must be research-related. Research Scholars may perform other duties up to 20% in addition to conducting research. Example: teaching one class at USC. The USC J-1 appointment must be full-time and benefit the USC sponsoring academic department.

Short-term Scholar: The primary objective is to perform various duties at the USC campus, including research, lecturing, observing, consulting, training, or demonstrating a special skill. The USC J-1 appointment must be full-time and benefit the USC sponsoring academic department.

Professor: The primary objective is teaching at the USC campus. 80% of the time must be related to classroom instruction. Professors may conduct other duties up to 20% in addition to teaching. Example: research at USC. The USC J-1 appointment must be full-time and benefit the USC sponsoring academic department.

☐ I understand and certify that the J-1 scholar appointment will be full-time, will benefit the USC sponsoring academic department, and will meet the Department of State guidelines as outlined above. *

Site of Activity and Remote Work Guidelines:

J-1 scholars must report to their site of activity (USC-based address indicated on the DS-2019) for the duration of their J-1 appointment. They are not permitted to report to a non-USC site (domestic or international) without prior authorization from OIS.

J-1 scholars (Research Scholars, Short-term Scholars, and Professors) may work remotely two days out of the five-day workweek if the USC sponsoring department has instituted partial remote policies and has approved hybrid program participation for the J-1 scholar.

☐ I understand and agree to the Department of State guidelines for site of activity and remote work as outlined above. *

☐ I agree to supervise the J-1 scholar and oversee their research/teaching courseload. *

☐ By checking this box, I authorize the appointment for this J-1 scholar at the University of Southern California. *

Type Full Name*

Title*

Today's Date*
📅 MM/DD/YYYY

Do not click on Submit twice.

Submit

The department administrator receives an email alerting them to select "My Current Cases" to assign the Department Chair/Center Director.

Office of International Services

Assign Department Chair/Center Director for ████████████ DS-2019 Extension Request

Dear ██████████

The Host Faculty has approved the DS-2019 for J-1 Exchange Visitor, ██████████ Please log in to the Trojan International portal and click 'My Current Cases.' Then select the visitor's application to assign the Department Chair/Center Director.

Please note: If corrections are required for any of the forms on this request, you may see this email more than once. Please remember to edit/correct and resubmit.
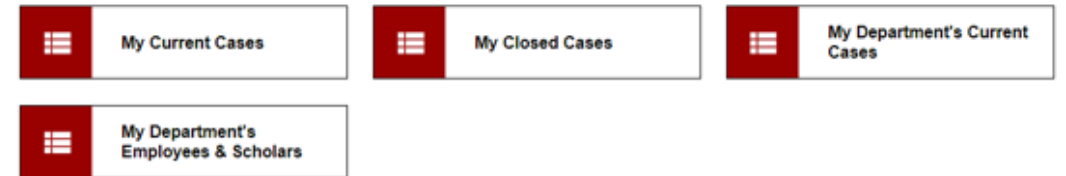
Regards,

J-1 Advising Team
Office of International Services
University of Southern California
https://ois.usc.edu
Email: j1scholar@usc.edu

Departmental Services

UPC Campus includes ISI and ICT

HSC Campus includes CHLA

Lists

	My Current Cases		My Closed Cases		My Department's Current Cases

	My Department's Employees & Scholars

Tasks

	Add New Person		Update Your Contact Information		J-1 Non-Degree Student DS-2019 (Initial and Transfer) Request
	J-1 Non-Degree Student DS-2019 Cancelation Request		J-1 Non-Degree Student DS-2019 Correction Request		J-1 Non-Degree Student Extension Request
	J-1 Scholar DS-2019 (Initial and Transfer) Request		J-1 Scholar DS-2019 Cancelation Request		J-1 Scholar DS-2019 Correction Request
	J-1 Scholar DS-2019 Extension Request		Special Programs DS-2019 (Initial) Request		Special Programs Evaluation Request

Department Administrator Assigns Department Chair/Center Director

J-1 Scholar DS-2019 Extension Request

View/Save/Print E-Form Group

J-1 Scholar DS-2019 extension process

- The USC sponsoring department is responsible for initiating the process
- The USC sponsoring department will provide the extended invitation letter
- The J-1 scholar will provide funding documentation if applicable

Extension request deadline: One month prior to the DS-2019 end date

NOTE: Acceptable file type is PDF under 2MB.

If you see a lock, the form is not yet accessible. Other forms must be completed by either the applicant or the department.

All parties must complete *each section* of this eform to request a DS-2019 with OIS.

Step 1: Department Administrator initiates DS-2019 request   −

✓ SUBMITTED
DS-2019 Extension for J-1 Scholar

✓ SUBMITTED
Program Information at USC

Step 2: Scholar completes their section of the request   −

✓ SUBMITTED
Scholar Information

✓ SUBMITTED
Financial Information

✓ SUBMITTED
Medical Insurance Verification

✓ SUBMITTED
Scholar Submission

Step 3: Host Faculty reviews/approves request   −

✓ SUBMITTED
Host Faculty Approval Signature

Step 4: Department Chair/Center Director reviews/approves request   −

☐ REQUIRED
Department Chair or Center Director Approval Signature

Step 5: Department Administrator reviews/edits Step 2 and submits request to OIS   −

🔒 NOT YET AVAILABLE
DS-2019 Final Submission to OIS

Department Chair or Center Director Approval Signature

MAIN PAGE ███████████████

(*) *Information Required*

Enter Department Chair/Center Director* Information

*Please note that if the Department Chair/Center Director and the Host Faculty are the same person, they will approve this request as both users.

CLIENT RECORD: ████████████████

Department Chair/Center Director Name*

[   ]

Department Chair/Center Director Title*

[   ]

Department Chair/Center Director Email*

[   ]

Re-type Department Chair/Center Director Email*

[   ]

Do not click on Submit twice.

Save Defaults   **Submit**

Department Chair/Center Director Receives Email to Review/Approve Request

Office of International Services

Department Chair/Center Director -
Approval Signature Required for ████████
████ DS-2019 Extension Request

Dear ████████

The J-1 scholar, ████████████ has submitted a J-1 Scholar DS-2019 Extension Request with the Office of International Services (OIS). You have been listed as the Department Chair/Center Director. Your digital signature is required for OIS to review the request.

Please note: If corrections are required for any of the forms on this request, you may see this email more than once. Please remember to edit/correct and resubmit.

Please follow the link below to respond to this request:

Department Chair or Center Director Approval Signature

Client Name: ████████
Client ID Number: ████
Your Login ID: ████
Your Password: ████

If you have questions regarding this request, please email us, or speak with a J-1 Advisor Tuesday through Thursday via OIS Live (Zoom).

Regards,

J-1 Advising Team
Office of International Services
University of Southern California
https://ois.usc.edu
Email: j1scholar@usc.edu

Department Chair or Center Director Approval Signature

The following links provide you with information submitted as part of the e-form request tied to the following client record:

✓ DS-2019 Extension for Scholar
✓ **Program Information**
✓ Scholar Information
✓ **Financial Information**
✓ Medical Insurance Verification
✓ Scholar Submission
✓ Host Faculty Approval Signature
✓ Department Chair or Center Director Approval Signature

(*) Information Required

CLIENT NAME & ID NUMBER: ████████

COMMENTS / REVIEW FOR DEPARTMENT CHAIR OR CENTER DIRECTOR APPROVAL SIGNATURE

Category Guidelines:

Research Scholar: The primary objective is research at the USC campus. 80% of the time must be research-related. Research Scholars may perform other duties up to 20% in addition to conducting research. Example: teaching one class at USC. The USC J-1 appointment must be full-time and benefit the USC sponsoring academic department.

Short-term Scholar: The primary objective is to perform various duties at the USC campus, including research, lecturing, observing, consulting, training, or demonstrating a special skill. The USC J-1 appointment must be full-time and benefit the USC sponsoring academic department.

Professor: The primary objective is teaching at the USC campus. 80% of the time must be related to classroom instruction. Professors may conduct other duties up to 20% in addition to teaching. Example: research at USC. The USC J-1 appointment must be full-time and benefit the USC sponsoring academic department.

☐ I understand and certify that the J-1 scholar appointment will be full-time, will benefit the USC sponsoring academic department, and will meet the Department of State guidelines as outlined above. *

Site of Activity and Remote Work Guidelines:

J-1 scholars must report to their site of activity (USC-based address indicated on the DS-2019) for the duration of their J-1 appointment. They are not permitted to report to a non-USC site (domestic or international) without prior authorization from OIS.

J-1 scholars (Research Scholars, Short-term Scholars, and Professors) may work remotely two days out of the five-day workweek if the USC sponsoring department has instituted partial remote policies and has approved hybrid program participation for the J-1 scholar.

☐ By checking this box, I authorize the appointment for this J-1 scholar at the University of Southern California. *

Type Full Name*

Title*

Today's Date*
MM/DD/YYYY

Do not click on Submit twice.

Submit

The department administrator receives an email alerting them to select "My Current Cases" to complete the final step.

Office of International Services

Submit DS-2019 Extension Request for
███████████

Dear ███████████

The Department Chair/Center Director has approved the DS-2019 extension for J-1 scholar, ███████████ Please log in to the Trojan International portal and click 'My Current Cases.' Then select the visitor's application to review and submit the DS-2019 extension request to OIS.

Please note: If corrections are required for any of the forms on this request, you may see this email more than once. Please remember to edit/correct and resubmit.

J-1 Advising Team
Office of International Services
University of Southern California
https://ois.usc.edu

Departmental Services

UPC Campus includes ISI and ICT

HSC Campus includes CHLA

Lists

| My Current Cases | My Closed Cases | My Department's Current Cases |

| My Department's Employees & Scholars |

Tasks

Add New Person	Update Your Contact Information	J-1 Non-Degree Student DS-2019 (Initial and Transfer) Request
J-1 Non-Degree Student DS-2019 Cancelation Request	J-1 Non-Degree Student DS-2019 Correction Request	J-1 Non-Degree Student Extension Request
J-1 Scholar DS-2019 (Initial and Transfer) Request	J-1 Scholar DS-2019 Cancelation Request	J-1 Scholar DS-2019 Correction Request
J-1 Scholar DS-2019 Extension Request	Special Programs DS-2019 (Initial) Request	Special Programs Evaluation Request

Department Administrator Submits Final Submission to OIS

If you haven't already done so, please review and edit the application sections before Final Submission.

J-1 Scholar DS-2019 Extension Request

View/Save/Print E-Form Group

J-1 Scholar DS-2019 extension process

- The USC sponsoring department is responsible for initiating the process
- The USC sponsoring department will provide the extended invitation letter
- The J-1 scholar will provide funding documentation if applicable

Extension request deadline: One month prior to the DS-2019 end date

> NOTE: Acceptable file type is PDF under 2MB.

If you see a lock, the form is not yet accessible. Other forms must be completed by either the applicant or the department.

All parties must complete *each section* of this eform to request a DS-2019 with OIS.

Step 1: Department Administrator initiates DS-2019 request —

✓ SUBMITTED
DS-2019 Extension for J-1 Scholar

✓ SUBMITTED
Program Information at USC

Step 2: Scholar completes their section of the request —

✓ SUBMITTED
Scholar Information

✓ SUBMITTED
Financial Information

✓ SUBMITTED
Medical Insurance Verification

✓ SUBMITTED
Scholar Submission

Step 3: Host Faculty reviews/approves request —

✓ SUBMITTED
Host Faculty Approval Signature

Step 4: Department Chair/Center Director reviews/approves request —

✓ SUBMITTED
Department Chair or Center Director Approval Signature

Step 5: Department Administrator reviews/edits Step 2 and submits request to OIS —

☐ REQUIRED
DS-2019 Final Submission to OIS

DS-2019 Final Submission to OIS

MAIN PAGE ▬▬▬▬▬▬▬▬▬

(*) *Information Required*

CLIENT RECORD: ▬▬▬▬▬▬▬▬▬▬

☐ I confirm that the information submitted by me, the J-1 scholar, the Host Faculty and the Department Chair/Center Director (Steps 1-5) is true and correct. *

Optional: Please enter any comments that may be helpful for OIS to process the request

Do not click on Submit twice.

Save Defaults **Submit**

Applicant and Department Administrator Receive Email Confirmation For Final Submission to OIS

OIS Processing window begins – 10 business days

Office of International Services

J-1 Scholar DS-2019 Extension Request Receipt for ▮▮▮▮▮▮▮▮

Dear ▮▮▮▮▮▮

The DS-2019 extension request for ▮▮▮▮▮▮▮ has been submitted to the Office of International Services. The processing time for this request is 10 business days. If additional information is required, you will be contacted.

Please note: If corrections are required for any of the forms on this request, you may see this email more than once. Please remember to edit/correct and resubmit.

Regards,

J-1 Advising Team
Office of International Services
University of Southern California
https://ois.usc.edu

DS-2019 Issuance

- The DS-2019 for the applicant and their dependents will be emailed directly to the applicant and department administrator.
- The applicant *prints* and signs their DS-2019 (exchange visitors are not permitted to use digital signatures).

Note:
- **It is important that the applicant reviews the DS-2019(s) for accuracy.**

E-form Workflow for DS-2019 Extension Requests for Scholars

1. The request is initiated by the USC department administrator (includes uploading supporting documentation).

2. The request will then be routed to the applicant to complete their portion of the form (includes uploading supporting documentation).

3. The department administrator will be notified to review/edit and approve the applicant's submission and assign the host faculty.

4. Once the host faculty approves the request, the department administrator will be notified to assign the department chair/center director.

5. Once the department chair/center director reviews/approves, the department administrator will be notified to complete the final step.

6. The department administrator reviews/edits previous sections and submits to OIS. The applicant and administrator receive an OIS email confirmation.

7. The department administrator and applicant are emailed the DS-2019.

Notes:

• **Sections will remain locked until previous section is submitted. Sections will unlock in the order indicated above.**

• **Be mindful of processing delays caused by pending approval signatures. Check case status in Trojan International.**

• **The processing window begins on the business day following submission.**

Thank you for your attendance

Questions? Contact Us

OIS Live: Speak with a J-1 Advisor on Zoom

Email: J-1 Scholars - J1scholar@usc.edu

Website: ois.usc.edu