

STEP 1: EXTENSION APPLICATION



Application to Extend an Exchange Visitor Program

J-1 candidates are eligible for extensions within the maximum duration of their program (12 months for an Intern; 18 months for a Trainee). Please note that extensions must be approved by the FACC - no extension is guaranteed.

To launch an extension request exchange visitors should submit the [Extension Start Form](#) on our website.

All exchange visitors and host companies must provide the following to complete an extension request:

EXCHANGE VISITOR:

- [Extension Request Form](#)
- Proof of medical insurance for the entire duration of program in the United States.
 - **VIE applicants** must submit their "Attestation Filhet Allard" insurance certificate AND "Attestation avec Montant" certificate obtained from Business France
 - **Non-VIE applicants** must extend their [Envisage Global Insurance](#)

Please be advised that candidates may be subject to terms of the [Affordable Care Act](#).

- [Exchange Visitor Midpoint Evaluation](#)
- Color photocopy of the identity page of your passport valid for 6 months after program end date

Any J-2 Dependents must provide:

- Proof of medical insurance for the entire duration of the program in the United States.

HOST COMPANY:

- \$500 administrative fee (\$750 for requests submitted within 2 weeks of the original end date)
- A new DS-7002 Training/Internship Placement Plan
[Blank DS-7002 for Interns](#) or [Blank DS-7002 for Trainees](#)
This plan must demonstrate progression of learning and new tasks, and it must justify the need for an extension. It cannot be identical to previous training phases.
- Proof of continued FACC Chapter membership
- Current Worker's Compensation certificate for the site of activity
- [Host Company Midpoint Evaluation](#)

Once the FACC-NY receives all extension materials and the extension is approved, the exchange visitor will receive an extended DS-2019. Please note that an exchange visitor's J-1 visa is not automatically extended. For more information on requesting an extended visa see [Step 2](#) on the next page.

STEP 2:

VISA EXTENSION



Once an exchange visitor's extension is approved by the FACC-NY, they will receive an updated DS-2019 which serves as proof that they are legally in the United States and are able to continue their training program.

However, an exchange visitor's J-1 visa will only be valid for entry into the United States until the expiration date printed on their original visa.

If the exchange visitor would like to travel abroad during their extension period, they must take the following steps to renew their J-1 visa at a U.S. embassy abroad:

- Complete the [DS-160 application form](#) (digital passport photo required). *Print confirmation page.*
- Schedule a visa appointment at the U.S. Embassy by completing the following steps:
 1. Visit the [US Embassy Appointment Website](#) for non-immigrant visas and click "APPLY"
 2. Enter the DS-160 confirmation number for each applicant applying for a visa
 3. Complete the courier document return process
 4. Pay the nonimmigrant visa (MRV) application fee(s) by debit card/ bank transfer. *Print confirmation page.*
 5. Schedule a Consular Section appointment
 - o Please note: Emergency appointments are reserved for true emergencies.

Required documents for the embassy appointment (Verify with the local [U.S. Embassy](#)):

- Passport, valid for at least 6 months beyond your new end date
- Confirmation page for the DS-160 Application Form
- Proof of payment of Application fee (MRV fee)
- One passport-sized photo taken within the last 6 months
- Extended Form DS-2019 (**signed by the FACC-NY and the exchange visitor**)
- Extended Form DS-7002 Training/Internship Placement Plan (signed)
- Proof of payment of the original SEVIS I-901 fee (this does not need to be paid again, proof of the original payment will suffice)

Important: Please note that if an exchange visitor does not plan to leave the United States, it is not necessary to apply for a new visa. Additionally, travel to Canada, Mexico, or most islands in the Caribbean does not require an extended visa. Travel to these countries must be under 30 days, and the exchange visitor must carry their original Form DS-2019, their current visa, and their extended Form DS-2019.