

## University of Denver – ISSS Portal

### J-1 Sponsorship Extension Request Process for Department Admins

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**All DS-2019 (J-1) immigration document extension requests must be submitted at least 30 days prior to the J-1 scholar/student intern's current program end date listed on the DS-2019. This date is the end date listed in the scholar/student intern's ISSS Portal record.**

**IT IS NOT POSSIBLE TO PROCESS AN EXTENSION ONCE THE DS-2019 END DATE HAS PASSED.**

**Note:** There are time limitations for each J-1 category:

- Research Scholar/Professor = maximum 5 years
  - Short-Term Scholar = maximum 6 months
  - Student Intern = maximum 1 year
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1. Navigate to <https://issd.du.edu/>
2. Select 'Department Access to Visiting Scholars' to begin the login process.

Welcome to the University of Denver - ISSS Portal!

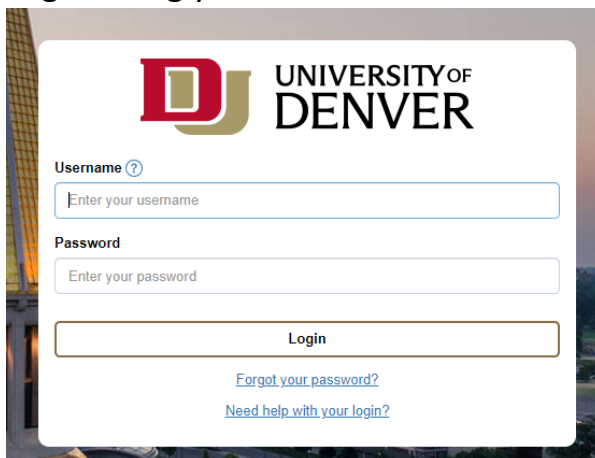
Please choose the appropriate user type below to login:

F-1 and J-1 Students

J-1, H-1B and O-1 Scholars

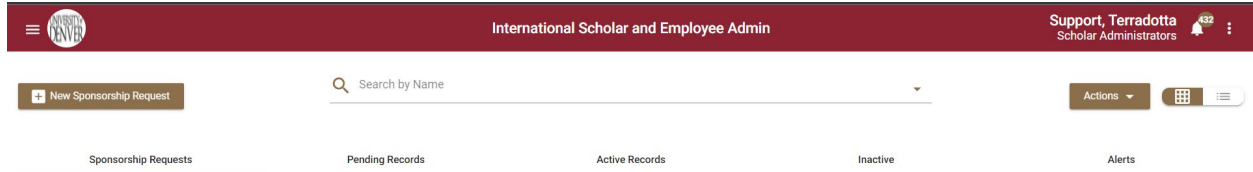
Department Access to Visiting Scholars

3. Log in using your DU credentials.

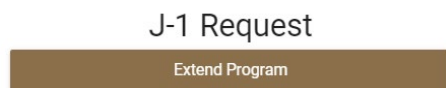


The screenshot shows the login interface for the University of Denver ISSS Portal. At the top left is the University of Denver logo, consisting of a stylized 'DU' in red and gold, followed by the text 'UNIVERSITY OF DENVER'. Below the logo are two input fields: 'Username' with a help icon and 'Password'. Both fields contain the placeholder text 'Enter your username' and 'Enter your password' respectively. Below the password field is a 'Login' button. At the bottom of the form, there are two links: 'Forgot your password?' and 'Need help with your login?'.

1. After logging in, you will be routed to your Dashboard. To inform ISSS that you wish to **extend** J-1 sponsorship beyond the current DS-2019 end date, you must complete the following steps:
  - a. From the dashboard, click on the *Active Records* tab to see a list of current J-1 scholars/student interns that are working in or being hosted by your department.



- a. Click on the name of the scholar/student intern to access their record.
- b. Click on the “Extend Program” button at the top of the page.



- c. Enter the new end date and the academic reason for the extension.
- d. Enter any new DU/departmental funding information.
- e. Upload a new affiliation/offer letter that confirms the new end date. If funded by DU, the letter must include the amount of funding.
- f. Once all information is complete, click “Create Request.”



4. ISSS will review the Extension Request and determine if the scholar/student intern meets the criteria for an extension.
  - i. **Note:** *There are time limitations for each J-1 category:*
    - i. *Research Scholar/Professor = maximum 5 years*
    - ii. *Short-Term Scholar = maximum 6 months*
    - iii. *Student Intern = maximum 1 year*
5. If eligible for an extension, ISSS will move forward with DS-2019 issuance (processing time is 3-5 business days).
  - i. **Note:** *ISSS will communicate with the scholar/student intern regarding additional funding and proof of J compliant health insurance prior to issuing the DS-2019. Sufficient funds and enrollment in J compliant health insurance is required to extend the length of the program duration and issue a new DS-2019.*