



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

DEPARTMENT QUESTIONNAIRE
J-1 EXTENSION ONLY
(FY 2017)

Please return the completed forms and all supporting documents by mail or email to:

TTUHSC Human Resources
International Employment Services
3601 4th Street, STOP 8100
Lubbock, TX 79430
Ph: (806) 743-2865
Email: IES@ttuhsc.edu

DEPARTMENT REQUEST FOR J-1 EXTENSION

NAME OF DEPARTMENT/SCHOOL: _____

NAME OF J-1 EXCHANGE VISITOR: _____

CHECKLIST – IES must have all of these documents in order to extend the DS-2019

- ☐ Department Questionnaire with all questions answered
- ☐ Current passport biographical data page showing expiration date (if changed since first J-1 filing)
- ☐ Current J-1 visa stamp (if any)
- ☐ Current [I-94 document](#)
- ☐ Proof of insurance (medical, repatriation of remains and medical evacuation insurance) for J-1 and J-2
- ☐ Proof of insurance for J-2 family members

EXCEPT FOR THE QUESTIONNAIRE, ALL OF THE DOCUMENTS IN THE CHECKLIST ARE WITH THE J-1

SOURCE OF FUNDING FOR EXCHANGE VISITOR

TTUHSC MINIMUM FUNDING REQUIREMENTS: \$1450 – J-1; \$450 J-2 Spouse; \$250 J-2 Child

____ TTUHSC Funding	Amount: \$ _____ per _____
____ US Government Agency (Name: _____)	Amount: \$ _____ per _____
____ International Organization (Name: _____)	Amount: \$ _____ per _____
____ Exchange Visitor's Government	Amount: \$ _____ per _____
____ Exchange Visitor's Personal Funds	Amount: \$ _____ per _____
____ Other Funding Source	Amount: \$ _____ per _____

Explain Other Funding Source: _____

Was funding provided specifically for:

____ International Education?

____ Exchange Visitor Program?

____ Exchange Visitor (was Exchange Visitor named in funding application or approval?)

PLEASE PROVIDE INDEPENDENT EVIDENCE OF THE FUNDING SOURCE AND FUNDING AMOUNT ESPECIALLY IF EXTERNAL FUNDING IS BEING RECEIVED

DEPARTMENT QUESTIONNAIRE – J-1 EXTENSION

Department Name:	
Department Address (and STOP #):	
Department Administrator Contact: <div style="text-align: right;"> Name: Phone: Email: </div>	<div style="text-align: right;">@ttuhsc.edu</div>
Supervising Professor: <div style="text-align: right;"> Name: Phone: Email: </div>	<div style="text-align: right;">@ttuhsc.edu</div>
Exchange Visitor Intended Job Title:	
J-1 Category Requested:	___ PROFESSOR ___ RESEARCH SCHOLAR ___ SHORT-TERM SCHOLAR (MAXIMUM 6 MONTHS) ___ SPECIALIST ___ STUDENT INTERN (not yet active at TTUHSC)
J-1 Employee Information: <div style="text-align: right;"> Last Name: First Name: Middle Name: Raider #: </div>	
Brief, Non-Technical Description of Duties:	
Full-Time/Part-Time:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours/week:
Is Exchange Visitor Eligible for TTUHSC Benefits?	Yes No
J-1 Program Extension Start & End Dates:	to