J-1 Extensions

Criteria for Requesting a J-1 Extension:

**Time limitations:** Check the scholar record in OISS Connect to see which J category they are in. Below are maximum limits for each category. Note that there are also Yale policies on how long an appointment may be extended. Before making an extension request you will need to review both criteria to make sure the scholar is eligible for an extension.

- J-1 Short Term Scholar: Six month maximum
- J-1 Student Intern: One year maximum
- J-1 Non-degree student: Two year maximum
- J-1 Research Scholar: Five year maximum

**Funding:** Enter the funding for the new period of extended time only. You can review Yale funding [minimums here](https://oiss.yale.edu). [1] If there is any non-Yale funding please upload the information in the Documents tab in OISS Connect.

**Changes in Yale appointment or work location:** You will need to confirm in OISS Connect the Yale work location and check the box if the appointment title has changed.

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**Requesting an Extension in OISS Connect**

1. Log in to OISS Connect. Search for and open the active scholar record you wish to extend.
2. Note: it may be helpful to write down the Program Dates on the scholar record. Then click on the Extend Program button at the top.

3. Enter the new J-1 end date, enter the new funding information (only use items 1 and 2) the appointment title and the new work site (if it has changed).

4. Upload any documentation in the Documents tab (such as new non-Yale funding)
5. Click the **Create Request** button when done.


Links:
[1] [https://oiss.yale.edu/for-departments/inviting-a-scholar/appointments-funding-and-dates](https://oiss.yale.edu/for-departments/inviting-a-scholar/appointments-funding-and-dates)