



German American
Chambers of Commerce
Deutsch-Amerikanische
Handelskammern

J-1 Visa: Request for a J-1 Visa extension

Dear Participant:

It is possible to extend the program at your host company for up to a total duration of 12 months for interns and up to a total of 18 months for trainees. Your exchange visitor category is determined upon issuance of your original DS-2019 and may not be altered. An extension is allowed only once during the total time of your program, so please weigh your options carefully before deciding on the length of the extension.

Please note, however, that the tasks during the extension period may not simply consist of a continuation of your present activity, such as the finishing of an incomplete project. Rather, an extension must be based on the condition that you will be undertaking a **new and more challenging** position in a different internship/training area. This new position must build upon the practical skills you have already learned in your present position. The application documents which you and your host company will complete must reflect these changes.

The internship/traineeship must be extended for a minimum of **four weeks**.

Acceptance of your extension request will be based on the accuracy of the aforementioned criteria. Therefore, discuss the goals and content of the extension with your supervisor and prepare your paperwork very carefully and with great detail!

After your paperwork has been approved, we will issue you a new DS-2019 certificate which will reflect the new end date of your internship/traineeship. This form will allow you to continue your internship/traineeship and legally stay in the US, but **it is not valid for re-entering the US**. Please note that if you leave the US during the extended internship/traineeship you must visit the US Consulate (preferably in your home country) again to reapply for a J-1 visa for reentry into the U.S. While making travel arrangements you should take the necessary time and costs in consideration. It is under no circumstances possible to renew your visa inside the US.

The GACC Career Services requires the following application material:

Participant:

1. A motivational letter from you explaining **clear and concise** reasons for requesting an extension. You must describe **in detail** your **new** position. You must show how it is **different** from your present position and yet how it will build on the practical knowledge you have already gained. You must show in your letter how this new activity will help you in your career when you **return to your home country**.
2. A copy of your passport.
3. Proof that you have sufficient insurance coverage for the extended period of training plus 30 days beyond the end of your extension period.
4. Proof that you have sufficient financial support for the extended period of your program (either via salary shown on the DS-7002 or a financial security statement).



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Host Company:

1. A letter from your supervisor or HR representative explaining the **reasons** (*new internship/traineeship position or new project*) for extending the program.
2. A new “Training/Internship Placement Plan” (T/IPP) written and signed by intern/trainee and supervisor for the extended program period (extended dates, phase 1 of 1). The T/IPP **may not be a duplicate of the original one**. It must describe **in detail** the **new activity** and show how it builds on the skills your intern/trainee acquired in his/her previous position.
3. Proof of payment of the extension fee payable either by check made out to “German American Chamber of Commerce” or by credit card.

The GACC New York charges the following service fees for the intern-/traineeship extension of training:

Visa Extension Fee	\$ 500
Late Extension Fee	\$ 200

Please note that the initial notification of extension has to be 4-6 weeks before the end of the original program. All paperwork must be completed and received by the GACC at least **2 weeks in advance** of the original intern-/traineeship end date. Please understand that we will have to charge a late extension fee of \$ 200 if these deadlines are not met. Any inquiry for an extension less than 1 week in advance of the original end date will not be accepted.

Upon receipt of this material, GACC Career Services will carefully review it and make a decision for acceptance of the extension. Please note that the quality of the application material will determine GACC’s approval or disapproval of your extension application. Therefore details, facts and clear reasons are very important. If accepted, GACC Career Services will issue you a new Certificate of Eligibility (DS-2019) for your extended program and mail it to you at your host company address.

If you have any questions, please feel free to call 212-974-8867 or e-mail Christopher Gallagher (cgallagher@gaccny.com) at any time.

Sincerely,

Career Services
German American Chamber of Commerce, Inc. New York