**Template: Extension Letter for J-1 exchange visitors**

[UH letterhead]

Date

Exchange visitor’s name & address

Dear exchange visitor:

We are pleased to extend your participation in the University of Hawaiʻi (UH) J-1 Exchange Visitor Program so that you are able to continue your progress toward completing your program objectives and activities at full-time capacity. Your appointment as a/an UH position title(e.g., Visiting Colleague, Postdoctoral Fellow, etc.) in the exchange visitor category of professor / research scholar / short-term scholar / specialist / non-degree student (see [www.manoa.hawaii.edu/fsis/j1/sponsor/categories](http://www.manoa.hawaii.edu/fsis/j1/sponsor/categories)) will be extended from mm/dd/yyyy to mm/dd/yyyy in the department/unit of the college/school at the campus. This extension is subject to your continued program participation and compliance with all the requirements of the J-1 Exchange Visitor Program sponsored by the University of Hawaiʻi, as well as applicable federal regulations and UH policies, procedures, and guidelines. You can review the Exchange Visitor Program requirements at [www.manoa.hawaii.edu/fsis/j1/compliance/](http://www.manoa.hawaii.edu/fsis/j1/compliance/).

Your UH exchange visitor program objective(s) is/are state program objective(s) and your activities include describe the activities to be conducted towards the program objectives in detail using language that a non-expert would understand.\*\* Your program activities take place at address of location or worksite and any additional site(s) of activity.

Description of funding amount and source(s) for the requested extension period – i.e., UH salary or stipend, home country’s government funding, external organization’s support, personal funds, etc.

Stipend and reimbursement payments from the University of Hawaiʻi are subject to federal and state income tax. The federal tax withholding rate can be up to 30%. UH will automatically withhold that percentage of your payment for federal tax purposes. If you have questions or concerns regarding federal tax withholdings, please consult a tax advisor.

The broad purpose of the J-1 Exchange Visitor Program is to promote international and cultural exchange, in order to develop mutual understanding between the people of the United States and other countries.  In-person participation is a key part of the exchange program and travel outside of Hawaiʻi during the program should be limited to 30 days or less. All Exchange Visitors are expected to conduct their exchange program activities at full-time capacity and make progress towards finishing their program objectives and upon completion of their program return to their home country in order to share their exchange experiences.

As a J-1 exchange visitor, you are required to maintain adequate health insurance coverage for yourself and any J-2 family members who accompany you. Please carefully review the health insurance requirements at [www.manoa.hawaii.edu/fsis/j1/compliance#health](http://www.manoa.hawaii.edu/fsis/j1/compliance#health). Failure to maintain insurance coverage will result in the termination of your J-1 program participation.

UH as a State of Hawaiʻi government entity has rules, policies, procedures, and guidelines (collectively the “UH Policies”) that it must abide by. As a UH-sponsored program participant, you will be required to comply with UH policies, including but not limited to EP 1.204 Sex and Gender-Based Misconduct and EP 9.210 Workplace Violence. Failure to comply with UH policies may result in a shortening or termination of your program.

\*Optional statements that may be included in the letter:

* Possibility of renewal is subject to certain considerations (e.g., funding, performance, etc.).
* Brief explanation of benefits and/or campus privileges, if any.
* Any other statements required by the college/school/unit/department’s internal policies.

If you agree to this extension, please sign below acknowledging the terms of this letter. We look forward to your continued participation in our exchange visitor program.

Sincerely,

|  |  |
| --- | --- |
| [Name of Faculty Sponsor/PI]  [Title] | [Name of Dean, Director or E/M]  [Title] |

I accept and acknowledge the terms outlined above.

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[Name of Exchange Visitor] Date

\*\*The description of the exchange visitor program objectives needs to answer the following:

* Why are they participating in the program? What is the desired outcome of the program?

For example:

* + To prepare a research paper on (research subject) to be published/presented…
  + To gain experience that will help further your career in (specialized field)
  + Your expertise in (specialized field) will be a great contribution to the (college/dept/research project)
* What are the activities they will do to accomplish their objective?
  + What are the research/experiments to be performed?
  + Field work to be conducted? Where and how often?
  + Data to be collected and analyzed?
  + Meetings and discussions with UH faculty sponsor and/or other UH faculty?
* How does UH benefit from the exchange visitor’s participation?

For example:

* + UH will receive credit or will be mentioned/referenced in the research paper.
  + The exchange of information will create a relationship for future collaboration.