

J-1/H-1 Extension Request Instructions

UNIVERSITY OF ROCHESTER

URcompass

Launch Application

Departmental Services

F-1 & J-1 Student Services

International Office

Departmental Services

Lists

My Current Cases

My Closed Cases

My Department's Current Cases

My Department's Employees & Scholars

Tasks

Add New Person

H-1B Extension Request

ISO Expense Templates for NSIF (Reference Only)

Visiting New Student Intake

Update Your Contact Information

H-1B Initial & Transfer

J-1 Scholar New Request

J-1 Scholar Extension Request

H-1B Approval Process

H-1B Upload Additional Information

New Student Intake

After logging into URCompass, select the corresponding Extension Request Form

Launch Application
 Departmental Services
 F-1 & J-1 Student Services
 International Office

Lookup International Record

Find a profile record based upon the given University ID and Date of Birth. Please note you must have either an official University ID or a Temporary ID that is currently in this system.

(*) Information Required

University ID*

3999999

Date of Birth*

01/01/2001

Find Record

Please ensure that you
 put the **UNIVERSITY ID**
 into this field

Launch Application
 Departmental Services
 F-1 & J-1 Student Services
 International Office

H-1B Extension Request

[View/Save/Print E-Form Group](#)

PLACEHOLDER: H-1B Extension Description

Forms for the Department to Complete

- ☐ REQUIRED
[H-1B Extension Department Invitation and Instructions](#)
- ☐ REQUIRED
[H-1B Extension Department Position Information](#)
- ☐ REQUIRED
[H-1B Extension Department LCA Documentation](#)
- ☐ NOT YET AVAILABLE
[H-1B Extension Department Final Submit](#)

Forms for the Employee to Complete

- ☐ REQUIRED
[H-1B Extension Employee Personal Information](#)
- ☐ REQUIRED
[H-1B Extension Employee Dependent Information](#)
- ☐ REQUIRED
[H-1B Extension Employee Permanent Residency Information](#)
- ☐ REQUIRED
[H-1B Extension Employee Emergency Contact](#)
- ☐ NOT YET AVAILABLE
[H-1B Extension Employee Final Submit](#)

For ISO Use Only

- ☐ REQUIRED
[H-1B Extension ISO Use Only](#)

Upload Additional Documentation

- ☐ OPTIONAL
[H-1B Extension Upload Additional Information](#)

Department must initiate the
 Extension request for both H-1B
 and J-1 Scholars before a
 scholar/employee can complete
 their portion

The employee should then be
 able to complete these forms
 after completion of the
 department forms

These forms are for ISO Use Only

This is **ONLY** for any additional
 documentation that was not able
 to be provided in the forms above

Launch Application
Departmental Services
F-1 & J-1 Student Services
International Office

J-1 Scholar Extension Request

View/Save/Print E-Form Group

Use this group for J-1 Scholar extension requests

Forms for the Department to Complete

- ☐ REQUIRED
[J-1 Extension Department Position Information](#)
- ☐ REQUIRED
[J-1 Extension Department Site of Activity](#)

Department must initiate the Extension request for both H-1B and J-1 Scholars before a scholar/employee can complete their portion

Forms for the Scholar to Complete

- ☐ REQUIRED
[J-1 Extension Scholar Information](#)
- ☐ REQUIRED
[J-1 Extension Add New J-2 Dependent](#)
- ☐ NOT YET AVAILABLE
[J-1 Extension Scholar Final Submit](#)

The scholar should then be able to complete these forms after completion of the department

Complete This Form After The Scholar Forms Have Been Submitted

- ☐ NOT YET AVAILABLE
[J-1 Extension Department Final Review and Submit](#)

This form is to validate that all information is correct and accurate. Department **MUST** complete this form after the scholar has completed their portion