**SAMPLE EXTENSION SUPPORT LETTER FOR J-1 SCHOLARS**

*(original signed letter must be on departmental letterhead)*

[Date]

[Name]  
[Title]   
[Street Address]  
[City] [State] [Postal Code]   
[

Dear [Name]:

On behalf of [Name of Department], I am pleased to extend your appointment as [Department Position Title or “Visiting Scholar”] and a (J-1 [Professor, Research Scholar, Short-term Scholar or Specialist]) at the State University of New York at Buffalo (“University at Buffalo”). This extension is effective for the   
period of [Start Date of Program] to [End Date of Program]. During this period, you will be expected to be engaged in your research activities for [Number] hours per week.

Your activities during this extension period will consist of [Describe Program Activities]. Continued participation in The University at Buffalo’s exchange visitor program is contingent upon satisfactory performance as determined by me and maintenance of J-1 non-immigrant status. All inquiries you may have concerning maintenance of J-1 status and other immigration related matters should be directed to UB Immigration Services, 1Capen, Buffalo, New York 14260, [immsvcga@buffalo.edu](mailto:immsvcga@buffalo.edu), (716) 645-2355.

Funding

[UB Funding Option] The University at Buffalo shall provide a stipend of $[Dollar Amount] per [Month/Year]. The University will also continue to provide medical insurance. The University at Buffalo will also continue provide you with [office]/[lab] space (which may be shared), the use of a computer and access to library facilities.

[Non-UB Funding Option]

It is my understanding that you will provide your own funding to cover all the expenses of your stay at the University at Buffalo, including health insurance for yourself and your accompanying dependents, if any. The University at Buffalo will provide you with [office]/[lab] space (which may be shared), the use of a computer and library facilities.

We are delighted that you will continue at our University as a [Position Title or “Visiting Scholar”]

Sincerely,

[Name] [Title]