INFORMATION FOR OISS LINK

Actual Start Date ("ASD") is the calendar day on which a J1 scholar begins in your Academic Department. Quite often the ASD is different from the DS-2019 Start Date, which was issued many months ago. OISS is required to update the DS-2019 Start Date to accurately reflect the ASD.

In order to comply with this requirement, we need our Academic Departments to maintain continuous communication with their J1 scholars and inform OISS of any ASD changes in a timely manner.

- A J1 scholar can enter the U.S. from 30 days prior to 30 days past their DS-2019 Start Date. After this period, his/her DS 2019 will automatically expire.
- ASD changes can never be retroactive.
- Short-Term Scholars cannot extend their J1 visa for more than 6 months. Failure to update their Start Date in a timely manner can result in serious shortening of their program.

Required Documents to change a DS-2019 Start Date*:

<table>
<thead>
<tr>
<th>J Scholar Type</th>
<th>Revised Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdoctoral Research Associate paid by Rice</td>
<td>Hiring Proposal + Revised Dean’s Offer Letter</td>
</tr>
<tr>
<td>Scholar paid by Rice but non-Postdocs</td>
<td>Revised PAF + Revised Dean’s Offer Letter</td>
</tr>
<tr>
<td>Academic Visitors</td>
<td>Update dates in Visitor Portal + update funding as needed</td>
</tr>
<tr>
<td>Undergraduate Researchers paid by Rice</td>
<td>Revised EPAF + Revised Dean’s Offer Letter + inform OTR</td>
</tr>
<tr>
<td>Undergraduate Researcher non paid by Rice</td>
<td>Revised Dean’s Offer Letter + inform OTR + update funding as needed</td>
</tr>
</tbody>
</table>

* All documents must be resubmitted with any change request.

Procedure to change the DS-2019 Start Date to reflect the ASD:

1. The Academic Department will send an email to OISS requesting the DS-2019 Start Date change, mentioning name and type of scholar, current DS-2019 Start Date, ASD and reason for change.
2. The Academic Department will provide OISS the corresponding revised documents except when the change of dates is for less than 10 days.
3. OISS will change the DS-2019 Start Date only after having received all revised documents.
4. OISS will update the start date in SEVIS and issue a new DS-2019 when necessary. At this point, the ASD and the DS-2019 Start Date will be the same.
5. OISS will inform the Academic Department when the new DS-2019 is ready for pick-up.
6. The Academic Department will confirm the new DS-2019 Start Date to the Scholar.
7. The Academic Department will pick-up and send new DS-2019 to the Scholar.

Your effort in following this procedure will determine the success of having a final ASD by the time the Scholar checks in with OISS so that your Department programs will start as scheduled.