

# EXTENSION MEMO TEMPLATE

MICHIGAN STATE  
UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS  
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## *Extension Memo Must Be On Letterhead*

### *Date Required*

Dear **Exchange Visitor's Name (EV)**,

We would like to formally extend your program here at Michigan State University. Your new program dates will be **xx/xx/xx** to **xx/xx/xx** and you will continue to be engaged in your J-1 program at least **XX** hours per week. Your program objective of **XXXXXXXXXXXXXXXX** has not yet been completed

- **Describe research or teaching activities not yet completed.**
- **Description of activities should be based on the language on the scholar's visa category; see below.**

We will be providing you with **\$XXXX on a monthly or annual basis.**

*( If your department will not be providing funding for the EV, please indicate where the funds for their program will be coming from and any other resources you will make available to them e.g. office space or access to the library.)*

Healthcare insurance continues to be a mandatory requirement for J-1 and J-2 visa holders: **if your department will be continuing to provide coverage please indicate this.** *(If otherwise, instruct the EV to ensure the continuation of their own coverage and that if need be, they may utilize OISS for consultation.)*

Include any other additional comments or information that you would like to provide.

Sincerely,

### *Signature Required*

Full Name

Title

### J-1 Visa Category Descriptions

**Short-Term Scholar:** short term scholars can be professors, research scholars, specialists, or persons with similar education or accomplishments coming to the U.S. on a short-term visit for the purpose of lecturing, observing, consulting, training, or demonstrating special skills.

**Research Scholar:** primarily conducts research, observe, or consult in connection with a research project. The scholar may also teach or lecture.

**Professor:** primarily teach, lecture, observe, or consult. The professor may also conduct research.