

J-1 CHANGE FORM

The J-1 Exchange Visitor must also report the change of Personal Information (i.e.: address, email and/or phone number) to RCUH Human Resources via the RCUH Employee Self-Service (ESS) System.

J-1 Exchange Visitor Name:	
	New Updated Information
1. Personal Information. Check the box(es) below in which the change will apply to: <input type="checkbox"/> J-1 Exchange Visitor <input type="checkbox"/> J-2 Dependent(s) <ul style="list-style-type: none"> Failure of the J-1 Exchange Visitor/J-2 to report personal information & address changes may result in termination of J-1 program and employment. 	<u>J-1 Exchange Visitor:</u> Email Address: Phone Number: <u>J-2 Exchange Visitor(s):</u> Name: Email Address: Phone Number:
2. Home Address for J-1/J-2 Exchange Visitor(s)	New Home Address:
3. Mailing Address for J-1/J-2 Exchange Visitor(s) - if different from home address	New Mailing Address:
4. Worksite Address for J-1 Exchange Visitor. Please select one of the following options: <input type="checkbox"/> Additional work location (multiple work sites) <input type="checkbox"/> Change to my work location on my DS-2019 (new)	New/Additional Worksite Address:
5. FTE and work schedule for J-1 Exchange Visitor	New FTE and work schedules:
6. Shorten/Termination of J-1 Program: <u>Shorten of J-1 Program</u> must be reported to RCUH Human Resources within ten (10) days. This form is required in addition to the standard RCUH Termination of Employment procedure. <u>Termination of J-1 Program</u> due to an exchange visitor's violation of the Exchange Visitor Program regulations must be reported to RCUH Human Resources immediately . The Exchange Visitor and the dependents should prepare to leave the United States immediately.	Indicate Reason for Shorten/Termination of Program/Employment: Indicate Last Day of Program/Employment: / / (mm/dd/yyyy)

Signature of J-1 Exchange Visitor

Date

Signature of Principal Investigator or Designee

Date

For RCUH Human Resources use only:

Entered by: _____

Date: _____

Checked by: _____

Date: _____