



J-1 PROGRAM COMPLETION FORM

The J-1 exchange visitor must complete and submit this form when he/she is ending his/her J-1 program with the Research Corporation of the University of Hawaii (RCUH). Send the completed form to the program's Principal Investigator/Administrator along with copies of the return air ticket(s) or itinerary for the J-1 and each J-2 dependent. This verification is required to ensure RCUH's compliance with federal government regulations.

Employee's Name (J-1): _____

Program: _____

DS-2019 end date (mm/dd/yyyy): _____ Last day of program activity in the U.S. (mm/dd/yyyy): _____

U.S. departure date (mm/dd/yyyy): _____ Departure port (city): _____

J-1 Program Completion Form MUST be submitted to RCUH Human Resources at least two (2) weeks before the last day of the program.

Reason for departing the U.S.:

- Completion of J-1 program based on DS-2019 end date or less than 30 days before DS-2019 end date
- Early completion of J-1 program (i.e., 30 days or more before DS-2019 end date)
- Inability to continue J-1 program
- Withdrawal from the J-1 program
- Terminated from the J-1 program

If you are not departing the U.S., please explain why:

- Change of status to new visa (e.g., F-1, H-1B) _____, sponsored by UH RCUH Other
- Other reason: _____

Forwarding address: _____

Telephone: _____ Email: _____

Certification:

Employee's Signature: (J-1 Exchange Visitor): _____ Date: _____

Principal Investigator/Designee (Print Name): _____

Principal Investigator/Designee (Signature): _____ Date: _____

RCUH Human Resources Confirmation: _____ Date: _____

ATTACH COPIES OF DEPARTURE AIR TICKET(S) OR AIRLINE-ISSUED ITINERARY FOR THE J-1 AND EACH J-2 DEPENDENT