Human Resources

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Notification Requirements

- Under Student Exchange Visitor Information System (SEVIS), we are required to report that an exchange visitor (J-1 visa holder) has begun his or her program participation as scheduled within 30 days of the program start date on the Form DS-2019. If you are not able to arrive in the United States within 30 days from the start date on your Form DS-2019, or if your plans change and you do not use the Form DS-2019, please contact the Foreign National Advisor immediately.

- The Responsible Officer must be notified if an exchange visitor's program participation will end prior to the program end date on the Form DS-2019. Department of State regulations mandate notification, through SEVIS, when an exchange visitor has withdrawn from or completed a program thirty or more days prior to the ending date on his/her Form DS-2019.

- Changes in Personal Information:

  - Exchange visitors (J-1 and J-2 visa holders) must contact the Foreign National Advisor within 10 days when they have a change of address, telephone number, name, etc. Such changes are required to be entered into SEVIS.

  - Foreign nationals other than J-1 or J-2 visa holders are required to notify USCIS on Form AR-11 within 10 days of changing their address. These foreign nationals must also notify the Responsible Officer within 10 days of the change. Form AR-11 is available at: http://www.uscis.gov/graphics/formsfee/forms/ar-11.htm. Special registrants are required to file Form AR-11SR which is available at http://www.uscis.gov/graphics/formsfee/forms/ar-11sr.htm.
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