



## J-1 CHANGE FORM

J-1 Exchange Visitor/Employee Name (Last, First, Middle): \_\_\_\_\_

***IMPORTANT:*** EV must report the change of personal information (i.e.: residential and/or mailing address, email, phone number) and site of activity to RCUH Human Resources/Immigration within the ten (10) calendar days. EV will update the personal information change via RCUH ESS system. Failure of the J-1 Exchange Visitor/J-2 to report the change of personal information may result in termination of J-1 program and employment.

1. New personal information for J-1:

Residential Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2. New personal information for J-2 dependent(s):

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3. New worksite/address for J-1, select below:

New work site/address: \_\_\_\_\_

Additional work site/address: \_\_\_\_\_

**Certification**

\_\_\_\_\_  
J-1 Exchange Visitor (Signature) & Date

\_\_\_\_\_  
Principal Investigator/Designee (Signature) & Date