

J-1 Completion Form

The J-1 Exchange Visitor (EV) must complete and submit this form before he/she ends his/her J-1 EV program with UH. Submit this form to the college/school/unit HR specialist at least two weeks before the last day of program activity. Attach copies of the return air tickets or itineraries for the J-1 EV and J-2 dependent(s) if they will leave the U.S. This verification is required to ensure UH's compliance with federal regulations.

Note: J-1 EVs and J-2 dependents who earned income in the U.S. in the year of program completion may be responsible for paying any taxes owed on that income even if they are no longer in the U.S. For federal tax forms and information, see www.irs.gov. For State of Hawai'i tax forms and information, see <http://tax.hawaii.gov>.

J-1 EV's name: _____ UH faculty sponsor: _____

UH college/school/unit & dept: _____

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

Forwarding address: _____
(do not use a U.S. address unless staying in the U.S. after J-1 program is completed)

Telephone: _____ Email: _____
(do not use hawaii.edu address)

Please complete A or B below:

A. The J-1 EV will depart the U.S.	B. The J-1 EV will not depart the U.S.
Departure date (mm/dd/yyyy): _____	Reason for staying in the U.S.:
Departure city: _____	<input type="checkbox"/> Changing visa status to (F-1, H-1B, etc.) _____. Sponsor is <input type="checkbox"/> UH <input type="checkbox"/> RCUH <input type="checkbox"/> Other
Reason for departure: <input type="checkbox"/> Program completion on or within 15 days before DS-2019 end date <input type="checkbox"/> Program completion more than 15 days before DS-2019 end date <input type="checkbox"/> Inability to continue program <input type="checkbox"/> Withdrawal from program <input type="checkbox"/> Termination from program	<input type="checkbox"/> Other reason (briefly explain): _____

Signatures of J-1 EV and Faculty Sponsor

I am submitting this form to report that I am ending my participation in the UH Exchange Visitor Program.

J-1 EV's signature: _____ Date: _____

I am aware that the above-named J-1 EV is ending his/her participation in the UH Exchange Visitor Program.

Faculty sponsor's signature: _____ Date: _____

Reminder: Attach copies of departure air tickets or airline-issued itineraries for the J-1 EV and each J-2 dependent if they are leaving the U.S.