



# THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services  
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021  
(972) 883-4189 ISSOJ1@utdallas.edu

## J-1/J-2 Reporting Form

Student Name: \_\_\_\_\_ UTD ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### A. Instructions

- J-1 students are required to report any changes of name, phone number, email address (J-2 included), physical address, change in visa type or immigration status, and permanent departure from the US **within the first 10 days of the change**.
- For more information on J-1/J-2 Reporting requirements visit the ISSO J-1 Reporting page: <http://www.utdallas.edu/isso/reporting/>

### B. Report address change. Enter your mailing address only if different from the residential address.

Residential Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from above):

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### C. Report name, phone number, or email change. Check the appropriate reason and fill out the information as applicable

**Name** Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**Email** J-1: \_\_\_\_\_ J-2: \_\_\_\_\_

**Phone** J-1: \_\_\_\_\_ J-2: \_\_\_\_\_

### D. Report permanent departure from the U.S. Check the statement, enter the reason and the exit date

J-1 departing US Reason: \_\_\_\_\_ Date of Exit: \_\_\_\_\_

J-2 departing US Reason: \_\_\_\_\_ Date of Exit: \_\_\_\_\_

### E. Report change of visa status. Enter the new visa status and attach a copy of the approval notice/I-94 to this form

Changed visa status to:   J-1  J-2

### F. Submit your reporting form to the ISSO. Your SEVIS record will be updated within 3 business days. Make sure the e-mail address in this form is valid.

- In Person:** Submit to the ISSO. Monday – Thursday, 8 a.m. to 6 p.m. Friday, 8 a.m. to 5 p.m.
- By e-mail** (paper copies are not required) to [ISSOJ1@utdallas.edu](mailto:ISSOJ1@utdallas.edu). Verify that the total size of attachments in one e-mail is not larger than 5 MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature on this form authorizes the ISSO to report the above information to the U.S. Department of Homeland Security. Information may also be shared with other U.T. Dallas offices in accordance with the law.