



TRAVEL NOTIFICATION FORM

As a J-1 exchange visitor, you must report any off-campus travel outside of San Diego, CA to the Office of Faculty Advancement, the dean's office, chair/director and mentor. Additionally, you must obtain authorization from your RO/ARO to travel outside of the US during your J-1 program. Travel requests must be submitted to the Office of Faculty Advancement at least two (2) weeks prior to travel.

If a travel signature is needed on the DS-2019 form, please contact your ARO to schedule an appointment to obtain a signature. Please bring this completed form with you when to come in for your appointment. If you do not need a travel signature, please email a scanned copy of this form to the ARO. You will receive an email notification once travel has been authorized.

Office of Faculty Advancement
Christinejoy Sampankanpanich, ARO
5500 Campanile Drive, MH-3310M, Mail Code: 8010
San Diego, CA 92182
csampan@sdsu.edu

IMPORTANT: Failure to notify the Office of Faculty Advancement of any travel outside of the US may result in the termination of your J-1 program.

Last Name: _____ First Name: _____

Date of Birth: _____ Department: _____

Local US Address
Street Apt/Unit City, State, Zip Code

Email Address: _____ US Phone #: _____

Departure Date from US: _____ Return Date to US: _____

Purpose of Travel: Business Personal Both Business & Personal

If you are subject to the Two-Year Home Rule, have you applied for a 212e waiver?
Yes, I have applied for the waiver
No, I have not applied for the waiver
This does not apply

I certify that all of the above information provided is true and complete to the best of my knowledge. I further confirm that I will notify the Office of Faculty Advancement immediately if there are any changes to the information provided above.

Signature: _____ Today's Date: _____