

**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.**

**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: \_\_\_\_\_