

## INSTRUCTIONS

Professor or Research Scholars must conduct their exchange activity at the site(s) of activity reported to the Office of Immigration Services and identified in SEVIS. All such sites of activity MUST be entered into SEVIS while the exchange visitor's SEVIS record is in ACTIVE status. Any change in location must be approved by the Office of Immigration Services (OIS) prior to moving the exchange visitor's activity site. Requests for a non-U.S. activity site lasting more than 30 days and less than one year must be received by OIS no less than 60 days in advance of the exchange visitor's U.S. departure date. Exchange visitors that fail to comply with OU's program rules are subject to SEVIS inactivation and program cancellation.

### Purpose of This Form.

You should use this form if you are requesting to change the primary activity site location for a current University of Oklahoma J-1 Exchange Visitor in the category of Professor or Research Scholar.

### Location Change within the U.S.

The new location must be the primary activity site of the exchange visitor and must meet the following conditions:

- The new activity site is located off-campus, and;
- The exchange visitor will continue to pursue the program objective as originally described in the offer/invitation letter

**NOTE:** Call OIS to report a new on-campus location(s).

### Location Change *OUTSIDE* the U.S.

The new location must be the primary activity site of the exchange visitor and must meet the following conditions:

- The exchange visitor will continue to pursue the program objective originally described in the offer/invitation letter, and;
- The site of the third-party facilitating the exchange is permissible with the OIS responsible Officer.

### Who May Request the Change.

Any University of Oklahoma faculty member or department head that is a current sponsor of a J-1 Professor or Research Scholar may use this form to request a change of location to a primary activity site.

### Teaching Activities.

An exchange visitor performing teaching activities are allowed to depart the U.S. for one academic term under the condition that they will return the following academic term to resume his/her teaching activities.

### J-2 Dependents.

Changes and/or updates to the primary J-1's SEVIS status directly impacts an accompanying spouse and/or dependents. Likewise, the compulsory insurance also exists for spouses/dependents with active SEVIS records.

### Compulsory Insurance.

An exchange visitor must have insurance in effect during the period of time that an exchange visitor participates in the sponsor's exchange visitor program while SEVIS record is ACTIVE. This includes primary site locations outside the U.S.

Minimum coverage shall provide:

- Medical benefits of at least \$50,000 per accident or illness, and;
- Repatriation of remains in the amount of \$7,500, and;
- Expenses associated with the medical evacuation of the exchange visitor to his or her home country in the amount of \$10,000.

### Sponsor Responsibilities.

Department sponsors will be required to keep OIS apprised of the exchange visitor's current address and telephone number for locations at third-party facilitators, both within and outside the U.S.

Department sponsors must notify OIS within 30 days when an exchange visitor is returning to a past site of activity.

**NOTE:** Exchange visitors returning from abroad must present themselves to OIS within three (3) days of U.S. entry.

### Valid Passport

The participant will be required to have a valid passport to be admitted into the U.S. The participant is responsible for maintaining the validity of the passport during his/her stay in the U.S.

### U.S. Visa

The participant will be required to have a valid U.S. visa for re-entry to the U.S. The exchange visitor is responsible for obtaining the appropriate visa for participation as a J-1 Professor or Research Scholar.

### Who Should Not Use this Form.

Do not use this form for exchange visitors in the following circumstances:

- An exchange visitor that is vacationing outside the U.S. for 30 days or less, or;
- An exchange visitor that is changing locations on campus, or;
- An exchange visitor that is an Instructor/Teacher that will depart the U.S. for one (1) academic term with plans to return the subsequent term to resume teaching activities (travel re-validation required), or;
- An exchange visitor departing the U.S. that will NOT be pursuing the program objective as originally defined (see [Early Program Termination](#) notice)

### Where to Send this Form.

#### OU Health Sciences Center Campus

Adam Telfer  
1122 NE 13th St, O'Donoghue  
Research Building Room TB038,  
Oklahoma City, OK 73117  
Phone: (405) 271-2189  
Email: Adam-Telfer@ouhsc.edu

#### OU Norman & Tulsa Campus

Megumi Wilson  
339 W. Boyd St, Whitehand Hall  
Suite 223, Norman, OK 73019  
Phone: (405) 325-4010  
Email: megumi.wilson@ou.edu



**Requested Change:** New location **WITHIN** the U.S.  
New location **OUTSIDE** the U.S.  
Return to **PAST** location site

**DATE:**

The University of Oklahoma must validate and maintain the Primary Site of Activity of an exchange visitor in compliance with Public Law 104-208). Changing locations to a new site of activity must be reported to the Office of Immigration Services (OIS). Under certain circumstances, Professor/Research Scholars may be allowed to pursue original program objectives **outside the US** for an extended period of time while SEVIS record is ACTIVE. However, any change in location must first be approved by OIS. Otherwise, the exchange visitor may be subject to SEVIS record termination and program cancellation. **Read "OIS220 Instructions" before completing form.**

**PART A – IDENTIFY THE PROGRAM**

SECTION A – DEPARTMENT SPONSOR INFORMATION				
Department Name			Department Address	
Name of Requestor/Department Sponsor		Title of Requestor		Phone
Department Support Staff	Phone & Extension	E-mail Address	Payroll Coordinator	
SECTION B – ORIGINAL PROGRAM ACTIVITY DESCRIPTION				
Current Program Category ( as indicated on #4 of DS-2019)				
<b>Professor</b>		<b>Research Scholar</b>		<b>Short-Term Scholar</b> <b>Specialist</b>
Current University Position Title ( <i>appointment title</i> )		Current funding source ( <i>i.e., OU, foreign, personal</i> )		
<i>Original</i> Research or Program Subject Matter			End Date on Current DS-2019	
Describe the <b>ORIGINAL</b> program objective(s), including duties and responsibilities (use separate sheet if needed)				

**PART B – NEW PRIMARY ACTIVITY SITE**

All fields must be completed as precisely as possible in order to provide accurate information to the U.S. Department of State by means of the SEVIS system. Inaccurate information could result in delays or denial for approval. Any change in location made prior to OIS approval may subject the exchange visitor to SEVIS record termination and program cancellation.

SECTION A – LOCATION FACTS		
New Location Start Date	If location is temporary, give the anticipated End Date	If locating outside the US, give J-1's departure date
Name of Facilitating Institution (List additional sites on separate sheet.)		
Address of Facilitating Institution		
(Building No. & Street)	(City/Town)	(State/Province/Territory)     (Zip/Postal Code)     (Country)
Description of program activity to be pursued at new location		

SECTION B – REASON FOR CHANGE
Provide reason that necessitates the change



**PART C – IDENTIFY THE EXCHANGE VISITOR**

Professors and Research Scholars must continue to pursue original program activities and maintain the compulsory insurance coverage for the entire period his/her SEVIS record is ACTIVE. This includes periods of activity outside the US while SEVIS record is ACITVE. J-2 spouse and dependents are also required to maintain the compulsory insurance coverage requirements.

**SECTION A – PERSONAL INFORMATION**

Current DS-2019 Number	Last Name (Family Name)	First Name	Middle Name
Foreign Residential Address			
(Address)	(City or Town)	(Province or District)	(Postal Code) (Country)
<b>If in the US, complete the following</b>			
Current U.S. residential address			
(Address)	(Street)	(City)	(State) (Zip Code)

**SECTION B – VERIFY ACCOMPANYING SPOUSE AND/OR DEPENDENTS**

If dependents are accompanying alien, complete the following. (Dependents that will enter the US at a later date will require separate processing 60 days prior to entry)

(Last Name)	(Given/First Name)	(Relationship)	(DOB: dd/mm/yyyy)	(City of Birth)	(Country of Birth)
(Last Name)	(Given/First Name)	(Relationship)	(DOB: dd/mm/yyyy)	(City of Birth)	(Country of Birth)
(Last Name)	(Given/First Name)	(Relationship)	(DOB: dd/mm/yyyy)	(City of Birth)	(Country of Birth)

**PART D – ATTESTATIONS**

Department Sponsors AND J-1 Professor/ Research Scholars must read and agree to all attestation statements, regulations requirements, and OU program policies summarized below in connection with a request to change the location of a Primary Activity Site.

**SECTION A – PROGRAM CHANGES**

The department and the Exchange Visitor agrees to notify the Office of Immigration Services prior to changes in any conditions of the visitor’s program, including, but not limited to, changes in financial sources and amounts, transfers, primary activity site location.

**SECTION B – ORIGINAL PROGRAM ACTIVITY**

The department and the Exchange Visitor acknowledges that the J-1 will continue to pursue the program objective as originally defined in SEVIS and confirmed in this request.

**SECTION C – COMPULSORY INSURANCE**

The department and the Exchange Visitor attest that the J-1, and dependent J-2(s), will continue to maintain all required insurance coverage for the entire period the Exchange Visitor’s SEVIS record is ACTIVE, including any periods of activity spent outside the US while SEVIS is ACTIVE. Willful failure to comply with this requirement is grounds for SEVIS record termination and program cancellation.

**SECTION D – EARLY TERMINATION**

The department acknowledges that the Office of Immigration Services will be notified prior to terminating the visitor before the end of the J-1 program and understands that the Responsible Program Officer must first approve all program terminations.

**SECTION E – EXTENSION OF PROGRAM DATES**

The Department acknowledges that requests for an extension of stay must be received by OIS at least 10 business days prior to the expiration date listed on the DS-2019. The department and the Exchange Visitor agree to monitor the visitor’s authorized period of stay and understand that, once expired, OIS will not be able to extend the DS-2019.

**SECTION F – SIGNATURES**

I declare that I have read and understand the above statements:

Sponsoring Faculty \_\_\_\_\_ Name in Print \_\_\_\_\_ Date \_\_\_\_\_

Exchange Visitor \_\_\_\_\_ Name in Print \_\_\_\_\_ Date \_\_\_\_\_