

J-1 OUT OF COUNTRY TRAVEL – DEPARTMENT VERIFICATION

This form must be submitted to the MUSC Center for Global Health (CGH) **EACH TIME** a J-1 Exchange Visitor travels abroad (even if the Exchange Visitor does not need a new travel signature on Form DS-2019). This form must be submitted at least three weeks prior to the anticipated departure date.

Exchange Visitor name: _____

Departure date (mm/dd/yyyy): _____ Return date (mm/dd/yyyy): _____

Travel destination (country): _____

Key points for sponsoring departments regarding Exchange Visitor travel:

1. The Exchange Visitor must be continually engaged in J-1 program activities and cannot take an absence of over 30 consecutive days from the program.
2. The Exchange Visitor must continue to receive funding from MUSC (if currently being funded by MUSC) during this absence.
3. The Exchange Visitor must maintain valid health insurance that meets the J-1 requirements during this absence (for themselves and any J-2 dependents).
4. The Exchange Visitor must have a valid Form DS-2019 with a travel validation signature as well as a valid J-1 visa in his/her passport in order to request re-entry into the United States. J-1 visas can only be issued outside of the US at a US embassy or consulate.
5. If the Exchange Visitor must apply for a J-1 visa during this trip, his/her visa application could be selected for further administrative processing by the US consulate, which might cause a delay in the Exchange Visitor's return to the US. Administrative processing is beyond the control of MUSC or the Exchange Visitor visa applicant. Delays due to visa administrative processing will not count towards the 30-day absence rule, as long as the Exchange Visitor can prove that he/she made all efforts to apply for the visa at the earliest possible time. In addition, the Exchange Visitor must continue to be paid the full amount during any absences (even with delays) in order to keep the J-1 program active.
6. The Exchange Visitor must notify the Center for Global Health immediately if the travel plans will change for any reason.
7. The Exchange Visitor must resume the original J-1 program activities upon returning to the US.

By signing below, we indicate our understanding of the above information, and we approve the Exchange Visitor's request to travel abroad for the dates indicated on this form.

Faculty Supervisor Name	Signature	Date
Administrative Contact Name	Signature	Date