

J-1 Out of Country Authorization Request

SECTION 1: Must be Completed by the J-1 Exchange Visitor (EV)

Last Name: _____ First Name: _____

JHU Email: _____

Current JHU Department: _____

Departure Date from U.S.: _____ Return Date to U.S.: _____

***Note:** travel dates may exceed Site of Activity dates if the EV includes personal travel in their itinerary.

Out of Country Location/Site of Activity:

Name of Location/Site: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Start and End Date of Visit for this Activity Site: _____

Will you be engaging in your J-1 research objectives at additional sites/locations while you are out of country?

Yes No

If yes, please provide the full name(s), address(es), and start and end dates for all locations/sites. (Attach separate sheet to report additional sites)

Name of Location/Site: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Start and End Date of Visit for this Activity Site: _____

Name of Location/Site: _____

Street Address: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Start and End Date of Visit for this Activity Site: _____

SECTION 2: Must be Completed by the Current Department

Provide a detailed description of the proposed objectives abroad and explain how this request to temporarily engage in academic activities outside of JHU is integral to the Exchange Visitor's overall research objective at JHU.

SECTION 3: Attestations

By Signing below, we indicate our understanding of the following:

The OIS will only grant "Out of Country" permission if necessary for the J-1 Exchange Visitor (EV) to complete their program objective *and* this need is supported by the faculty sponsor and Department Administrator.

The JHU Department:

- Must ensure that the EV remains engaged in their J-1 program full-time while out of country and continues to meet the J-1 funding requirements
- Must maintain an active appointment for the duration of the EV's time abroad, with the expectation that they will continue to engage in their JHU appointment after their return to the U.S.
- Must notify OIS of any change in the terms of the appointment which may impact the EV's ability to maintain their J-1 immigration status
- Is responsible for ensuring compliance with any institutional policies or practices related to conducting research outside the U.S. such as export control clearance, tax compliance, making payments abroad, etc.; and must consult relevant JHU entities such as Global HR, Tax office, JHURA, General Counsel and others

The Exchange Visitor (EV):

- Must maintain health insurance that meets the Department of State requirements for the duration of their J-1 program (including time spent abroad)
- Must maintain a valid U.S. Residential address while they are in J-1 status (including time spent abroad). EVs should verify their address with OIS prior to departing and/or following their return
- May only conduct their activity at the site(s) of activity that have been added to their J-1 SEVIS record and must notify OIS of any changes
- Must notify OIS and JHU department if they are not able to complete their planned activities abroad and return to JHU by the date listed above

Exchange Visitor Name	Exchange Visitor Signature	Date
Faculty Sponsor Name	Faculty Sponsor Signature	Date
Dept. Administrator Name	Dept. Administrator Signature	Date

2[9/2025]