



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOJ1@utdallas.edu

Form No. 5 J-1 Student Intern Reporting Form

Intern's Name: _____ UTD ID: _____

A. Instructions

- Please submit copies of DS-2019, passport, visa, I-94 and report phone number, email address, and physical address **within 3 business days of arrival.**
- For more information on J-1 Student Intern Reporting requirements visit the ISSO J-1 Reporting page: <http://www.utdallas.edu/isso/j-reporting/>

B. Report U.S. address. Enter your mailing address only if different from the residential address.

Residential Address:

Street: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different from above):

Street: _____

City: _____ State: _____ Zip Code: _____

C. Report U.S phone number and email.

Email: _____

Phone: _____

D. Report permanent departure from the U.S. Check the statement and enter the exit date

J-1 Student Intern departing US permanently

Date of Exit: _____

F. Submit your reporting form to the ISSO. Your SEVIS record will be updated within 3 business days. Make sure the e-mail address in this form is valid.

- **In Person:** Submit to the ISSO. Monday – Thursday, 8:00am to 6pm. Friday, 8:00am to 5pm.
- **By e-mail** (paper copies are not required) to ISSOJ1@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5 MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Signature: _____ Date: _____

Your signature on this form authorizes the ISSO to report the above information to the U.S. Department of Homeland Security. Information may also be shared with other U.T. Dallas offices in accordance with the law.