



## J-1 Exchange Visitor Program Travel Validation Signature Request Form

*For travelling outside of the US within the dates on your DS-2019 form ONLY.*

### Option #1: US Mail

- If choosing to mail a physical hard copy, you will need to send your DS form to **Janus International, 19519 Jefferson Davis Hwy, Ruther Glen, VA 22546**
- We recommend sending your DS form via the U.S. Postal Service's "Priority" option. This allows you to track your envelope to us so that you may ensure that it is delivered. Please also include a pre-addressed, stamped envelope for us to use to send your signed DS form back to you. If we do not receive this, we will send your DS back to you at the lowest priority option, which is non-trackable. Please keep in mind that it will take several days for your envelope to reach us and another several days to reach you once we have signed it and mailed it back.
- Your DS-2019 form and this completed and signed "Travel Validation Request Form" must be physically received in the Janus International office **AT LEAST 30 days** in advance of your US departure date. **Failure to follow this procedure will result in a \$50 rush fee. Travel validation requests sent within 30 days will only be considered on a case-by-case basis due to true emergencies in the participant's home country.**
- The rush fee must be paid via cashier's check/money order prior to receiving the signature on your DS-2019 form. You will need to send the cashier's check or money order via a trackable mail delivery service (USPS Priority Mail or Overnight Mail, for example) using the mailing address listed above.

### Option #2: Electronic DS-2019 Form

- If you choose this option, this completed and signed "Travel Validation Request Form" must be received via email by Janus International **AT LEAST 30 days** in advance of your US departure date. All emails should be sent in a professionally worded format to [student@janus-international.com](mailto:student@janus-international.com).
- **Failure to follow this procedure will result in a \$50 rush fee. Travel validation requests sent within 30 days will only be considered on a case-by-case basis due to true emergencies in the participant's home country.**
- The rush fee must be paid via cashier's check/money order prior to receiving the electronic signature on your DS-2019 form. You will need to send the cashier's check or money order via a trackable mail delivery service (USPS Priority Mail or Overnight Mail, for example) using the mailing address listed above.
- Please note that when choosing the electronic DS-2019 option, Janus International will email you a copy of your signed DS-2019 form. You must **paper print** your newly signed DS-2019 form (both sides!). Take it with you on your trip and present it along with your original DS form upon re-entry to the United States.

**Please Keep in Mind the Following Additional Steps and Advisories:**

- Determine if you require a visa for your intended destination.
- Please check the expiration date of your U.S. visa to determine if it will still be valid when you need to re-enter the U.S. If your visa expires before you leave the U.S. or during your trip you cannot re-enter the U.S. - not even to catch your flight home.
- Check your J-1 visa in your passport to make sure that it lists “M” for multiple entries, which means that you can enter the US more than once during your program.
- Ensure that your employer will allow you to have the time off
- To travel during your program, you must have a job to return to and be in good standing with Janus International and your host employer.
- You must take your signed DS-2019 form with you when departing and re-entering the US, along with your passport with visa inside, printed I-94 record and any other valid copies of your DS-2019 form. You must have at least six months validity remaining on your passport in order to re-enter the US.
- The decision regarding whether you are allowed back into the United States is not one Janus International can control. There is always a chance you will not be readmitted. Please take this into consideration when making your plans.
- Travelling in and out of the U.S. on your 30-day travel period is at your own risk. Janus International cannot sign a travel validation for traveling during your 30-day travel period. Please see below for the paragraph from the J-1 visa website for guidance on your 30-day travel period.

**Travel Grace Period:**

*Following the completion of their program, the period defined on the Form DS-2019, the United States Citizenship and Immigration Services (USCIS) allows participants a 30-day travel period commonly referred to as the "Grace Period." During this 30-day grace period, participants are no longer in J-visa status, and are under the jurisdiction of the USCIS. The USCIS grants this period to allow participants to settle their affairs and to prepare to return to their home countries. Program participants may no longer continue and/or complete exchange activities, nor may they work. Although participants may travel in the United States, it is recommended that they do not travel beyond the borders of the United States as they may not be permitted reentry.*

**By completing and signing below, I, \_\_\_\_\_ confirm that I have read and understand all policies outlined on both pages (1 and 2) of this Travel Validation Request Form and agree to follow them in making my Travel Validation Signature Request.**

Intended Dates of International Travel (MM/DD/YYYY-MM/DD/YYYY):

\_\_\_\_\_  
Intended International Address (Facility/Hotel Name, Street Number, Street Address, Unit or Apartment Number, City, State/Province, Postal Code, Country):

\_\_\_\_\_  
J1 Host Employer on DS-2019 Company Name: \_\_\_\_\_

Printed Name of J-1 Participant: \_\_\_\_\_

Email Address of J-1 Participant: \_\_\_\_\_

Signature of J-1 Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of J-1 Participants Host Employer on DS-2019 Form Contact: \_\_\_\_\_

Signature of J-1 Participant's Host Employer on DS-2019 form (Approving the Participant's Time Off for International Travel): \_\_\_\_\_ Date: \_\_\_\_\_