



SAN DIEGO STATE UNIVERSITY

Dear J-1 sponsor faculty colleagues:

Thank you for all you are doing during these extraordinary times to support our academic programs and exchange visitors. The Department of State requires that program sponsors for J-1 exchange visitors report any incidents—including the COVID-19 related shift to telework—that impact visitor programs. Visitors are also required to report any change in address within 10 days of moving. To comply with federal regulations, please note the following:

1. J-1 visitors will be instructed not to report to campus and to observe new campus regulations re: telework. Visitors must consult with their faculty sponsor as to their research involvement.
2. By March 24, all sponsors must fill out a form for each exchange visitor to indicate how visitor programs are impacted by the shift to telework. Form is available [here](#). **If a program visitor needs to change their program end date, please request a program extension and indicate new program end date on the form.**
3. All J-1 visitors who have relocated (for example, due to leaving campus housing) must fill out [this form](#).

As our campus leaders have emphasized, our first responsibility is to the health and well-being of our community, including our J-1 visitors. Thank you for the commendable flexibility and consideration you have shown in your work with J-1 visitors during this time. Please continue to ensure that J-1 visitors receive, understand, and observe campus information about new telework requirements. I ask that you also support visitors who are required to quarantine or self-isolate by ensuring that they have access to human essentials.

Sincerely,

Joanna Brooks