



## WHEN TO CONTACT THE GLOBAL EDUCATION OFFICE FOR J-1 SCHOLARS

### Global Education Office (GEO)

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### I. EXPLANATION

The Global Education Office (GEO) is required to report information about your status, your local address, and other information about your appointment to the US government via the Student and Exchange Visitor Information System (SEVIS). For this reason, you **MUST** contact our office whenever you make changes in your program, your address, date of departure, etc. The consequences for not updating our office on this information could be very severe, so it is extremely important that you consult with us if you make a change or are unsure if the change needs to be reported.

The international advisors in GEO are available to help scholars with any questions you might have. You can contact [iadvisor@unm.edu](mailto:iadvisor@unm.edu) with questions or schedule an appointment via our appointment calendar at <https://geo.unm.edu/>. When you schedule with GEO, please identify yourself as a “scholar” and not a student (even if you are a student in your home country). This will help our office staff serve you more efficiently. You can make an appointment by coming in to the Global Education Office at 2120 Mesa Vista Hall, or by calling 277- 4032 during regular office hours (Monday -Friday, 8am to 5pm).

**Remember! You must allow a minimum of one week for processing of any signatures, letters or any other form or authorization from our office, so come in to ask questions well in advance of any international travel.**

### II. WHEN SHOULD YOU CONTACT GEO?

#### **YOU ARE REQUIRED TO REPORT TO GEO IF:**

- You change your address, telephone number or name (you must come in or send e-mail within 10 days of making the change)
- You want to travel internationally and your DS-2019 has not been signed by an international advisor within the last six months.
- You want permission to engage in occasional lectures or consultations at another location in the US
- Any significant information changes on your DS-2019 form (such as your subject of research, source of funding, name, citizenship, etc.)
- Your DS-2019 will expire in the next 60 days and you would like to extend your appointment (your department must submit extension paperwork at least one month BEFORE the document expires)
- You decide to stop your appointment at the University or you want to transfer to another institution
- You want to bring your husband, wife or children to the US

#### **IT IS RECOMMENDED YOU CONTACT GEO IF:**

- You want to or need to change to another immigration status (e.g., from J-1 to F-1 student status)
- You have questions about traveling outside of the US even for a short visit to Canada or Mexico
- You have questions about applying for a new US visa
- You want to apply for a waiver of the “home residency requirement”
- You are leaving the US