

# Boyce Thompson Institute

## J-1 Scholar (and J-2 Dependent): Change of Address or Work Site

J-1 Scholar (or J-2) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Change of Address (if mailing address is a Box#, the physical address must also be reported).**

J-1 scholars and their J-2 dependents must report changes of address to Human Resources within 10-days of making the change. This time-frame is a legal requirement, and is not arbitrarily selected by BTI.

### Mailing Address:

Street: \_\_\_\_\_ Apt. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Physical or Street Address (if applicable):

Street: \_\_\_\_\_ Apt. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

### Addition or Change of Work Site

J-1 scholars must report additions to or changes in work site (location at which work will be conducted). Changes or additions to work site must be reported to Human Resources within 10-days of the change. Short trips of a few days do not need to be reported as changes in work site.

### Additional or new Work Site:

Street: \_\_\_\_\_ Apt. \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Is this (check one)

1. \_\_\_\_\_ in addition to the current work site, or
2. \_\_\_\_\_ a change from the current work site?