

Notice of Absence from the United States
For use by J-1 professors and research scholars only

PERSONAL INFORMATION:

Full Legal Name:

Last/Family Name	First/Given Name	Middle Name
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Date of Birth: _____ Male / Female
Month/Day/Year

Address overseas during the absence:

Street City Country Province/Territory Postal Code

Phone: _____

Phone # during the absence: _____

E-mail: _____

SEVIS ID: _____

PURPOSE OF ABSENCE OUTSIDE THE U.S.:

Non-program related Departure Date: _____ Return Date: _____

1. The absence from the U.S. should not be more than 30 days unless such a long absence from the U.S. is approved by Office of International Affairs in advance. If it is more than 30 days without Office of International Affairs clearance, your SEVIS record will be terminated; and the Department of State and Homeland Security will be notified. *For more information, please contact Office of International Affairs.*

J-1 Program-Related Departure Date: _____ Return Date: _____

1. The absence from the U.S. for a program-related reason in general should not be more than six months unless such a long absence from the U.S. is approved by Office of International Affairs in advance. If more than six months without Office of International Affairs clearance, your SEVIS record will be terminated, and the Department of State and Homeland Security will be notified.

2. Please attach an **official memo from your hosting department chair or PI** stating:
 - Nature of the visit outside the U.S.
 - How it relates to the J-1's original program objectives
 - Length of the visit outside the U.S. and who will monitor the J-1's activity
 - Address where the J-1 will conduct his/her J-1 program objectives during visit

ATTESTATIONS:

Yes / No I will inform the Office of International Affairs and my department if my flight schedule changes.

Yes / No / N/A (if no J-2s) I will inform Office of International Affairs if my J-2 dependent(s) will remain in the U.S. during my absence.

Yes / No I will inform Office of International Affairs of my address and/or name change within 10 days from moving/name change.

Signature: _____ **Date:** _____