

**Please do not use this form if you are transferring to another school.**

Name: Last (Family) \_\_\_\_\_ First (Given) \_\_\_\_\_ Middle \_\_\_\_\_ UA ID# \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ E-mail address \_\_\_\_\_

UA Department \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

**You are leaving the USA for the following reason (please check the appropriate box):**

Reason for Leaving the USA	Date of Program Completion on your DS-2019	Date of Departure	Date of Re-entry	Comments
I am withdrawing from the program and will leave the USA.			N/A	<ul style="list-style-type: none"> <li>Your SEVIS record will be terminated.</li> <li>You need to leave the U.S. within 15 calendar days.</li> </ul>
I am going abroad for a non-program related reason				<ul style="list-style-type: none"> <li>Your absence may not be longer than 30 days. Otherwise, your SEVIS record will be terminated.</li> <li>Have your DS-2019 signed for re-entry before leaving. ("Travel" signature is valid for one year.)</li> </ul>
I am leaving the USA temporarily for a program related reason.				<ul style="list-style-type: none"> <li>Please submit the letter from your UA supervisor or Department's stating:                             <ol style="list-style-type: none"> <li>Nature of your visit;</li> <li>How it relates to the original program objectives;</li> <li>The length of the visit.</li> <li>Site address where you will conduct your research during the visit;</li> <li>Proof of continuing insurance coverage for J-1 (and J-2 if any).</li> </ol> </li> <li>Have your DS-2019 signed for re-entry before leaving.</li> <li>Your absence may not be longer than 5 months.</li> <li>Your SEVIS record will remain active.</li> </ul>
I have completed the program and am leaving the USA	(If you are completing earlier than the Program End Date listed on your DS-2019, please indicate your actual completion date here.)		N/A	<ul style="list-style-type: none"> <li>If you are completing earlier than the Program End Date on your DS-2019, your program end date will be shortened in SEVIS to reflect your new program completion date.</li> <li>You may not continue your program activities after the program end date, and you must depart the USA within 30 days of the program end date.</li> </ul>

**\*Note: Upon re-entry to the USA, please bring your immigration documents (DS-2019, visa, passport with arrival stamp, and most recent I-94) to our office so we can make a copy for our records.**

Signature \_\_\_\_\_ Date \_\_\_\_\_