J-1 Exchange Visitor Departure Form

This form is to be completed by the Sponsoring Department when a J-1 Exchange Visitor’s appointment/program is terminated prior to the end date on the DS-2019 or when the scholar resigns from their J-1 program before the end date on the DS-2019 and the Department approves ending the appointment early.

This form must be received by IFSS before the revised end date for the actual end date to be entered in SEVIS. We request the form to be submitted at least 2-3 weeks prior to the revised end date. IFSS cannot backdate in the SEVIS system. If this form is received after the appointment end date or resignation date, IFSS will enter into SEVIS a date on or after the date the request was received.

Name of Department: ____________________________

Name of Employee: ______________________________

Last day of employment/sponsorship: _______________

Reason for leaving, please check one:
( ) Employee resigns before the end date on the DS-2019 and the Department approves ending the appointment early or

( ) Employment is terminated prior to the end date on the DS-2019 by Department.

This form confirms that the Sponsoring Department is aware that once the end date has been changed in SEVIS by IFSS and has been reached, the J-1 Exchange Visitor can no longer work for the Department. He/she cannot work, be paid or continue to work or volunteer in the Department. All rights, access and permissions based on the appointment and J-1 program must be terminated by the revised end date. The 30 day grace period still exists for the J-1 scholar. The appointment will need to be terminated in HRS with the same end date.

Print Name of Chair or Dept Administrator ____________________________
Signature of Chair or Department Administrator ____________________________

Return this completed form to 21 North Park St.
Suite 5101 or email to IFSS

University of Wisconsin-Madison - International Faculty & Staff Services (IFSS)
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Tel: (608) 265-2257 | Fax: (608) 265-6547 http://www.ohr.wisc.edu/ifss/index.htm