



J-1 Exchange Visitor Ending or Shortening Program

This form is to be completed by the Sponsoring Department when a J-1 Exchange Visitor's appointment/program ends as anticipated (on the end date on the DS-2019) or if the Scholar and/or Department wishes to shorten the J-1 Program and end the Program prior to the end date on the DS-2019. The Department must approve the shortening of the program.

Name of Department: _____

Name of Employee: _____

Current end date on the DS-2019: _____

Please check one:

- Ending program as of the date on the current DS-2019.
- Shorten program because the Scholar is leaving before the end date on the DS-2019 or because the Department is terminating the appointment prior to the end date on the DS-2019.

Date to which to shorten the program: _____

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. If there is a paid appointment, a termination date must be entered into the I-9 system as well.

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**