SCHOLAR NOTICE OF DEPARTURE FORM

In order to avoid complications with future US visa applications, International Scholar & Faculty Services asks that international employees submit this form when they have completed their programs and plan to leave the US. It is not necessary to submit a Notice of Departure form for short trips abroad if you plan to return to UNC Charlotte to continue your current program.

J-1 Exchange Visitors
J-1 visitors may remain in the US up to 30 days after the end date of their program (listed on the DS-2019). During this time J-1 visitors may remain as tourists, but may not work or continue their J-1 program.

24 Month Bar to Repeat Participation prevents J-1 scholars in the Research Scholar and Professor categories from returning to the US in the same J-1 categories for a period of 24 months from the date they complete their J-1 program. Please contact an ISFS if you have questions about the 24 month bar.

Scholars subject to the Two Year Home Residency Requirement 212(e) will be required to return to their home country and physically remain there for 2 years total before they will be eligible to obtain a work visa (H-1B, L-1) or Permanent Residency in the US. The scholar should check the lower left hand corner of the DS-2019 and their J-1 visa stamp to determine if they are subject to the Two Year Home Residency Requirement. Information about the requirement can be found on the backside of the DS-2019, or contact the ISSO for more information.

H-1B Employees
H-1B employees must leave the US upon their last day of H-1B employment. Some H-1B scholars may remain up to 10 days after the end date of their H-1B employment, this grace period would be noted on the I-94. The last date that an H-1B employee may legally be in the US is listed as the “until” date on the most recent I-94.

H-1B employees may hold H status for up to six years. The H-1B employee can remain outside of the US for a period of one year to become eligible for another six years of H status.

To be completed by the International Visitor/Employee:

Last Name: _________________________________________
First Name: ______________________________
Email in home country: ___________________________________________________________________

Please check the box below that describes you:

☐ Completed J-1 program and plan to depart the US (grace period is 30 days)
☐ Completed H-1B employment and plan to depart the US (no grace period)
☐ Take up new employment at another institution or agency
☐ Other

End date of current status (listed on DS-2019 for J-1s or I-797 for H-1Bs):
____________________________________

Date of Departure from US: ________________________________________________

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International Scholar & Faculty Services use only
J-1: End in SEVIS: _______/_______ N/A H-1B: USCIS Letter _______/_______
Close on DB _______/_______ Archive File _______/_______

UNC Charlotte- Office of International Programs
International Student Scholar Office (ISSO)/ CHHS 261
mbaer2@uncc.edu 704-687-7781/ 704-687-3168 fax

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