

## J-1 Exchange Visitor - Out of Country Request Form

**Purpose of this form:** To request an extended leave of absence from the US during your J-1 Exchange Visitor program at UCSB

**Eligibility:** J-1 Exchange Visitors who are required to spend an extended period of time outside of the U.S. as part of their overall program objective at UCSB can request to have their J-1 program kept in ACTIVE status in SEVIS during their period outside of the U.S. An Out of Country report will be added to the J-1 Exchange Visitor's record in SEVIS to notify U.S. Immigration Officials of their absence from the U.S. The period of time spent outside the U.S. will continue to count towards the maximum regulatory duration of the J-1 Exchange Visitor's program.

**Instructions:** Complete and upload this form to your ISD record for host department approval at least 4 weeks prior to your departure date. Include the [J-1 Exchange Visitor - Program Extension Request Form](#) if you wish to extend your J-1 program period in addition to seeking a leave of absence from the US.

**Processing Time:** The Out of Country Request may take up to 10 business days for processing. OISS will notify the J-1 Exchange visitor and Host Department by email once the process is complete. A new J-1 DS-2019 Form will be issued if a J-1 extension is also being requested or if the out of country period is 6 months or longer.

### Notify OISS of your Return to UCSB

It is your responsibility to notify your Host Department and OISS of your intended return date to UCSB. If your Out of Country Period is 6 months or more, you will need to request a new J-1 DS-2019 Form with an updated travel validation signature for travel. We recommend that you notify OISS 2 months prior to your intended return date – especially if you will need to apply for a new J-1 travel visa stamp at a U.S. Consulate/Embassy.

### Section 1: J-1 Exchange Visitor Information

Surname/Primary Name	First/Given Name	Middle Name
SEVIS ID N	Email Address	
<b>A Valid US Living Address Is Required In SEVIS During The Out Of Country Period</b>		
U.S. LIVING Address: (Cannot be a Mailing Address or Post Office Box)		Unit/Apt. #
City	State	Zip Code

### Section 2: Out of Country Information – ALL FIELDS ARE REQUIRED

Begin Date	End Date
Location Name	
Address	
City	Province
Country	Postal Code
Reason for Request:	

## J-1 Exchange Visitor's Declaration

I HEREBY request to have my J-1 Exchange Visitor program kept in ACTIVE status in SEVIS during my period of absence from the U.S. I understand that the time spent away will be counted towards the maximum regulatory duration of my J-1 program status. I will notify all parties of my expected return to UCSB or will request to further extend my Out of Country period in a timely manner. Per J-1 regulations I will maintain the medical insurance coverage requirement throughout the J-1 program period - including the Out of Country period.

J-1 Exchange Visitor Signature	Date
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## Approval by the UCSB Host Department

I HEREBY APPROVE the above-named J-1 Exchange Visitor's request to keep the J-1 program at UCSB in ACTIVE status in SEVIS during the period of absence from the U.S. I expect the J-1 Exchange Visitor to return to UCSB to continue the J-1 program activities upon completion of the Out of Country period.

I also understand that during the Out of Country period, our responsibility as sponsoring faculty member and UCSB host department will continue toward the J-1 Exchange Visitor.

Host Faculty Name	Position/Title
Signature	Date

Chair or Institute Director Name	
Signature	Date

Payroll Coordinator Name	
Phone	Email