

Interoffice Memorandum
DEPARTURE MEMORANDUM

To: International Student and Scholar Services Office From: _____

Dept: _____

Date: _____

Subject: Departure of J-1 Exchange Visitor

This is to inform the International Student and Scholar Services Office that:

A) _____
(Name of Exchange Visitor) (PS/UH ID Number)

B) Has **departed / is expected** to depart from this university on: ____/____/____
Month Day Year

C) To: () His/her home country

() Another U.S. University (Name): _____

D) Reason for departure: _____

E) Is this departure more than 15 days earlier than the program end date on the EV's DS-2019? YES / NO

Department Signature: _____ Date: _____

J-1 Signature: _____ Date: _____

J-1 email address (not UH email): _____

Please submit this form to International Student and Scholar Services Office either in person or by email to isssohlp@central.uh.edu

For J-1 Student Interns, please submit the required Evaluation Form along with this Departure Form.