**Out of Country Request Form for J-1 Professors & Research Scholars**

International Scholars Operations (ISO)

Time spent by an exchange visitor outside the U.S. is considered part of their UW-sponsored exchange program. However, if the absence exceeds 30 days, that program may be considered ended (and the exchange visitor may be subject to 12- and 24-month bars on repeat participation in J status) unless the following two conditions are met:

1. The activity abroad is a continuation of the UW activity (e.g., the exchange visitor is conducting research related to his or her UW research project); and
2. The exchange visitor’s record in the U.S. Department of Homeland Security’s SEVIS database is kept in “active” status.

In cases where the exchange visitor will be (1) performing approved work abroad or (2) taking an approved, protected leave abroad, ISO can facilitate return to the U.S. after an absence of more than 30 days by entering an “Out of Country” notation on the J-1 exchange visitor’s SEVIS record. ISO cannot enter the “Out of Country” notation until the leave or work abroad has been centrally approved.

**Exchange Visitor Information**

*Full Name:* Family name/surname, First name/given name Middle initial (if any)

*Out of Country Duration:* MM/DD/YYYYto MM/DD/YYYY

*Out of Country Justification* ***(choose one)****:*

**I have received approval from the UW Tax Office to work from abroad for this period and attach the approval e-mail hereto**. While abroad, I will work from the following address:

Out of Country Location Name, Address line 1, Address line 2,   
City, Country, Province/Territory, Postal Code

**I have received approval from Academic Human Resources for a protected leave for this period and attach the approval e-mail hereto.** While abroad, I will reside at the following address:

Out of Country Location Name, Address line 1, Address line 2,   
City, Country, Province/Territory, Postal Code

We certify that:

* The exchange visitor will be conducting UW J-1 program activities (which may include protected leave) and will continue to be supervised by his/her UW faculty supervisor while outside the U.S.
* The exchange visitor and J-2 dependents (if any) will continue to maintain health insurance. We understand that federal regulations require exchange visitors and their J-2 dependents to maintain adequate health insurance coverage for the duration of the program, which includes periods spent outside the U.S. in “active” program status. (22 CFR 62.14, 22 CFR 62.40 (a)(4)).
* J-2 dependents will depart the U.S. with the J-1 exchange visitor.

First and last name

*UW Supervisor Signature Date*

First and last name

*J-1 Exchange Visitor Signature Date*