

# Carnegie Mellon University

## Office of International Education

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### Out-of-Country Request Form - J-1 Scholar

While J-1 status is granted to the J-1 Exchange Visitor to participate in his/her Exchange Visitor Program at Carnegie Mellon University, the J-1 scholar may be allowed to be outside of the U.S. for an extended period of time *under certain circumstances*. At the discretion of the Office of International Education (OIE), OIE may report the scholar's "out-of-country" status to SEVIS and the DS-2019 and the SEVIS record may remain active during the approved time period.

If the Out-of-Country Request is approved, the U.S. Department of State will consider time spent outside of the U.S. as part of the exchange visitor's program. Each Out-Of-Country request will be looked at on a case-by-case basis, and the submission of this form does not guarantee its approval.

**Instructions:** This form must be submitted to OIE for *each and every absence* of more than **30 days**, even if a travel signature is not required.

#### Section I: Out-of-Country Information - to be completed by the J-1 Exchange Visitor

Surname/Family Name:	Given/First Name:		
Date of Birth (mm/dd/yy):	End Date (#3 on DS-2019):		
Non-CMU email address:	J-1 Category (#4 on DS-2019):		
CMU Department:	Will dependents be in the US during this absence? YES                  NO                  Not Applicable		
Proposed Out-of-Country Dates (mm/dd/yy):      From:                                  To:			
Purpose/Activities planned while outside the U.S. and how they are related to research being conducted at CMU:			
Site of activities while outside of the U.S. (provide exact address with city, state and country):			
Out-of-Country Residential Address:			
City:	State/Province:	Postal Code:	Country:

**Scholar Attestation of Compliance** (Completed by J-1 Exchange Visitor)

I understand that, as a J-1 Exchange Visitor at Carnegie Mellon University, I must continue to maintain my status and comply with the regulations of the Exchange Visitor program. I understand that I must:

- Maintain a non-CMU email address and communication with OIE.
- Report any changes in my address, plans or status to OIE.
- Maintain health insurance for myself and any dependents even while I am not in the U.S.
- Report any changes to OIE of dates or address during my time out-of-country.
- I must report immediately to OIE upon my return to the U.S.

**(Call 412.268.5231 to schedule an appointment with your [OIE advisor](#))**

If I fail to maintain status, my SEVIS record may be terminated/cancelled, compromising my ability to participate in the Exchange Visitor program and return to the United States.

\_\_\_\_\_  
**Printed Name of J-1 Exchange Visitor**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Section II: Departmental Statement of Responsibility** – to be completed by the host department

Are there any restrictions or conditions which would keep the Exchange Visitor from returning to their current position? (ex. funding)

- Yes (please specify) \_\_\_\_\_
- No

**Please read and sign:**

1. As sponsor of the Exchange Visitor, I support the scholar's request to be "out-of-country" for the purpose and dates indicated on this request form.
2. I affirm that the scholar is conducting research that is closely related to the research he/she is performing at Carnegie Mellon.
3. I affirm that the scholar is remaining under departmental supervision while out of the country and will be:
  - Maintaining communication with me while continuing to engage in collaborative research.
  - Maintaining the minimum J-1 level of health insurance.
  - Reporting to OIE while out of the country.
  - Checking in with OIE before leaving and after returning from abroad.
4. I will notify OIE if there is any change to the proposed dates.
5. I will notify OIE if there is a cancellation of plans for the scholar to return to CMU.

\_\_\_\_\_  
**Supervisor's Printed Name**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Supervisor's Email**

\_\_\_\_\_  
**Date**