

Office of International Services (OIS), MC7971
The University of Texas Health Science Center at San Antonio
San Antonio, Texas 78229
Tel: (210)567-6241 Fax: (210)567-6240

CONFIRMATION OF DEPARTURE FOR INTERNATIONAL VISITORS

If you are going to leave UTHSCSA for your home country, you must notify UTHSCSA OIS of your intent of departure by completing this form “**Confirmation of Departure for International Visitors Form**” and visit the Office of International Services in person at least **Fifteen days (15) in ADVANCE** before the date you are planning to leave. **You MUST present OIS with this form signed by you, your supervisor, and the department chair. PLAN AHEAD.** No action will be taken and no paperwork will be signed for you until UTHSCSA OIS receives this form. Please provide the following information so that OIS can assist you:

I. To be completed by student/scholar:

Visitor’s Name: _____, _____
Last First Middle

Country of Citizenship: _____ **Date of Birth:** _____
(MM/DD/YYYY)

SEVIS ID: _____ **UTHSCSA Badge Number:** _____

Last day of UTHSCSA program / Last day on payroll: _____ (MMDDYYYY)

If not leaving the U.S. immediately (within 30 days of last day of UTHSCSA program), please explain plans:

II. Forwarding Information:

E-Mail: _____ **Phone:** _____ **Fax:** _____

Address: _____

Do you have suggestions for ways the Office of International Services could have been of greater service to you?

III. To be signed by a student’s/scholar’s advisor and department head:

_____ (visitor’s name) is an F-1 J-1 H-1B TN O Other _____
student/scholar/specialty worker studying/working at the Department of _____, who will
complete has completed the program on _____ (MMDDYYYY) and is in good standing at the present
time. His/Her last day at UTHSCSA is _____. I have no objection to release him/her from our program.

Academic Advisor’s Signature Date Printed Name, Email address & Phone #

Department Head’s Signature Date Printed Name, Email address & Phone #

For OIS Use ONLY

Received by Date Terminated by Date