

**Texas A&M University-Commerce
J-1 Departure Notification Form**

The U.S. Department of State regulations require the Responsible Officer (RO) to report the completion/termination of all J-1 students and scholars upon completion/termination of the program within 30 days. Sponsoring department must notify the RO in the Office of International Student & Scholar Services immediately when any J-1 student or scholar completes or terminates his/her assignments with the department. To comply with this requirement *please complete the J-1 Departure Notification Form and return it to the Office of International Student & Scholar Services:*

Email: Intl.Stu@tamuc.edu

Bring in person to Halladay 104

TO: *Office of International Student & Scholar Services*

FROM: _____ (Sponsoring Department)

_____ (Name of sponsoring faculty)

The following J-1 student/scholar has completed/terminated his/her activity with our department and has departed or plans to depart Texas A&M university-Commerce within 30days of the program end date.

Name of J-1 (Last) _____ (First, Middle) _____

Social Security Number _____ Student ID (if any) _____

Date of Birth (mm/dd/yy) _____ Country of citizenship _____

Last day of assignment (mm/dd/yy) _____

Departure date (mm/dd/yy) _____

(Please attach a copy of departure itinerary showing departure date)

Comments: _____

Signature of Department Head or authorized designee _____

Date _____