



Penn UNIVERSITY of PENNSYLVANIA

International Student and Scholar Services

Notice of Absence from the United States

For use by J-1 professors and research scholars only

PERSONAL INFORMATION:

Full Legal Name: Last/Family Name First/Given Name Middle Name

Date of Birth: Month/Day/Year Male Female

Address overseas during the absence: Street City Country Zip

Phone: Phone # during the absence:

E-mail: SEVIS ID:

PURPOSE OF ABSENCE OUTSIDE THE U.S.:

Non-program related Departure Date: Return Date:

- The absence from the U.S. should not be more than 30 days unless such a long absence from the U.S. is approved by ISSS in advance.

J-1 Program-Related Departure Date: Return Date:

- The absence from the U.S. for a program-related reason in general should not be more than six months unless such a long absence from the U.S. is approved by ISSS in advance.
- Please attach an official memo from your Penn hosting department chair or PI stating: Nature of the visit outside the U.S., How it relates to the J-1's original program objectives, Length of the visit outside the U.S. and who will monitor the J-1's activity, Address of where the J-1 will conduct his/her J-1 program objectives during the visit

ATTESTATIONS:

Yes No I will inform the International Student and Scholar Services and my department if my flight schedule changes.

Yes No N/A (if no J-2s) I will inform ISSS if my J-2 dependent(s) will remain in the U.S. during my absence.

Yes No I will inform ISSS of my address and/or name change within 10 days from moving/name change.

J-1 Professor/Research Scholar's Signature: Date:

FOR ISSS USE ONLY

Date of Receipt: By: