Interoffice Memorandum
DEPARTURE MEMORANDUM

To: International Student and Scholar Services Office

From: ____________________________

Dept: ____________________________

Date: __________

Subject: Departure of J-1 Exchange Visitor

This is to inform the International Student and Scholar Services Office that:

A) ____________________________________________________________

(Name of Exchange Visitor) (PS ID Number)

B) Has ___________ to depart from this university on: _______/_____/_______

Month Day Year

C) To: (__) His/her home country

(____) Another U.S. University (Name): _________________________________

D) Reason for departure: ____________________________________________

Department Signature: ____________________________ Date: __________

J-1 Signature: ____________________________ Date: __________

J-1 email address (not UH email): ____________________________

Please submit this form to International Student and Scholar Services Office either in person or by email to sevis@Central.uh.edu.

For J-1 Student Interns, please submit an additional Evaluation Form along with this Departure Form.