



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

EXTENDED ABSENCES BY J-1 EXCHANGE VISITORS

The Department of State expects exchange visitors (J-1 visa holders) to participate in a continuous, uninterrupted program or research or teaching and does not allow extended absences from the US during a J-1 research program. Extended undocumented absences constitute a “break” in the exchange visitor’s research program during which program sponsors are expected to terminate the visitor’s record in the Student and Exchange Visitor Information System (SEVIS).

If a J-1 Research Scholar or Professor will spend **more than 30 days outside the US** during the research program, our office must use the out-of-country functionality to indicate that the exchange visitor is continuing to participate in the exchange program by both a) maintaining appropriate insurance coverage and b) carrying on similar research work while outside the US.

For us to use the Out of Country functionality in SEVIS, we must be able to articulate to the Department of State the “programmatically reasons” for keeping a record in Active status while the participant is outside the US. This means that the **J-1 scholar is expected to continue his/her collaborative research with UAB** (*i.e.*, conducting activities related to his/her J-1 program with UAB).

While outside the US, in order for ISSS to keep the SEVIS record active, the **J-1 scholar MUST:**

- Provide ISSS with the physical address where he/she will continue to conduct research while abroad.
- **Maintain continuous insurance coverage** throughout the period of program participation indicated on Form DS-2019.
- Update ISSS with his/her contact information while abroad and keep a valid mailing address in the US.
- Update ISSS and the UAB supervisor with his/her progress toward the end of his/her program. If UAB loses touch with the J-1 scholar, federal regulations require us to terminate the J-1 scholar’s SEVIS record, which may subject them to 12- or 24-month bars on repeat participation in the J-1 Research Scholar and/or Professor categories

If the Out-of-Country function is used for a J-1 scholar, any dependents currently in the US in **J-2** status **must also leave the US with the exchange visitor.**



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J-1 EXCHANGE VISITOR "OUT-OF-COUNTRY" REQUEST FORM

The US Department of State allows ISSS to keep the record of J-1 Research Scholars and Professors who will be outside of the US for more than 30 days in "Active" status (meaning they can still re-enter the US on the UAB-sponsored J-1 visa) as long as they continue to participate in the same collaborative research while abroad. However, we must collect the following information.

Today's Date _____

Name: _____ Date of Birth: _____ mm/dd/yyyy

Out of Country Start Date (date you will leave the US): _____ mm/dd/yyyy

Out of Country End Date (date you will return to the US): _____ mm/dd/yyyy

Purpose/Reason for Out of Country request: _____

Out of Country residence physical address: _____ Street House/Apt Number

City: _____ Province/Territory: _____ Country: _____

Postal Code: _____

Out of Country physical address where activities will be conducted: _____

City: _____ Province/Territory: _____ Country: _____

Postal Code: _____

If program activities will be conducted at multiple locations, list the address(es) on a separate sheet of paper.



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EXCHANGE VISITOR ATTESTATION

I understand that as a J-1 Exchange Visitor, I must continue to maintain my status and comply with the regulations of the Department of State's Exchange Visitor Program. I understand that I must:

1. Maintain a valid email address for the purpose of communication with UAB Office of International Student and Scholar Services.
2. Report immediately any changes in my residential or research site address, activities, dates, or status indicated on this "Out-of-Country" request form.
3. Maintain medical/health insurance that meets the Department of State standards specified on 22CFR 62.14 and 22 CFR 62.40(a)(4), throughout the J-1 exchange period, and upon my return to the US, I will be required to resume the health insurance coverage from the date I return to the US to resume my exchange visitor activities.
4. Ensure that ALL dependents who have accompanied me to the US leave with me, if I will be out of the US for more than 30 days.

Address I will maintain in the US while abroad:

House/Apt Number

Street

City: _____ State: _____ ZIP Code: _____

Signature

Date



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DEPARTMENT CERTIFICATION

We, the sponsoring department, certify that:

- The J-1 Exchange Visitor will conduct research activities related to his/her J-1 program with UAB while outside the US.
- The Exchange Visitor and J-2 Dependents (if any) will maintain medical/health insurance that meets the Department of State standards specified in 22 CFR §§ 62.14 and 62.40(a)(4) throughout the J-1 exchange period.
- We support the J-1 Exchange Visitor’s request to be “Out-of-Country” for the purpose and dates listed on this form.
- We will notify the Office of International Student and Scholar Services if there are any changes in the proposed plan including any changes in the “Out-of-Country” dates.

During this absence, the Exchange Visitor will (*check all that apply*):

- Be on an approved leave of absence with pay
- Be on an approved leave of absence without pay
- Be terminated effective _____ (mm/dd/yyyy)
- Be re-hired upon return to the US into the same position/department
- Be eligible for employee benefits (medical insurance)
- Be hired into a different position/department. Provide details _____

- Have a UAB email address
- Are there any restrictions or conditions which could keep the individual from returning to their current position? (Example: funding). If so, please explain _____

Faculty Sponsor Name

Signature

Date