

## REQUEST FOR EXTENDED ABSENCE ABROAD

**INSTRUCTIONS:** Non-immigrant scientists at the NIH must complete this form when requesting an extended absence abroad in the following situations:

1. You plan to pursue research activities abroad (other than short travel to attend conferences or meetings).

**OR**

2. You plan to take extended personal leave abroad (e.g. vacation, medical leave) for more than five (5) weeks.

This is necessary for the Division of International Services (DIS) to determine if you are eligible to preserve your U.S. immigration status and return to the NIH after a period abroad. **Submit the form at least two (2) weeks \*before\* your planned departure from the U.S.**

**YOUR NAME:**

Family Name	First Name	Middle Name	SEVIS ID Number <i>(if any)</i>

**TRAVEL DETAILS:**

Departure Date:  Return Date:

Name of Institution visiting while abroad (if any):

Street Address of Institution:

City/Town	Province/Territory	Country	Postal Code

Residential Address while abroad:

Street Address of Residence:

City/Town	Province/Territory	Country	Postal Code

*If you will visit other institutions, include the name (s) and address(es) of the additional location on a separate sheet of paper.*

**PURPOSE/REASON FOR ABSENCE OUTSIDE U.S.:**

- |  |  |
|--|--|
| <input type="checkbox"/> To pursue activities related to your NIH research program | <input type="checkbox"/> To pursue activities *not* related to your NIH research program |
|--|--|

- Describe the activities that you will undertake abroad:

- Indicate if your dependents (if any) will / will not (*circle one*) accompany you abroad
- Attach a memo signed by both your NIH sponsor/supervisor and your Institute/Center's (IC) Scientific Director (SD) \*\* that describes:
  1. The length of your visit outside the U.S.
  2. The activities to be pursued abroad and if they relate to your research program in the NIH laboratory/branch
    - If the activities are related, describe how the activities abroad will be monitored by the NIH laboratory/branch
  3. If you are a Visiting Fellow (pre- or post-doctoral), note if the fellowship will continue paid or unpaid (Absence Without Stipend or AWOS)
    - For paid fellowship abroad: The memo must also be signed by the Deputy Director for Intramural Research (DDIR) in the NIH Office of Intramural Research (OIR)
    - For AWOS: Submit the Institute/Center's Scientific Director (SD) signed memo or attach the AWOS action from Fellowship Payment System (FPS) signed by the SD

\*\* If you are an NIH employee (occupy a full-time equivalent or FTE position), the SD's signature is *\*not\** required; your NIH sponsor/supervisor's signature on the memo is sufficient for the DIS's review. However, the memo must note if the appointment will continue to be paid or unpaid (Leave Without Pay or LWOP)

- Include any additional documentation that supports your absence abroad (such as, medical documentation for a health condition; invitation from institution abroad; etc.)

**ATTESTATIONS:**

I attest that I will:

- Notify the DIS if anything described on this form changes (e.g. new return date or address changes)
- Only begin the absence abroad when cleared by the DIS
- *For those sponsored as J-1 Exchange Visitors:* Maintain health insurance for myself and my J-2 dependents (if any) while abroad. I understand that J-1 regulations require health insurance for me and any J-2 dependents throughout the duration of my Exchange program.
- Notify the DIS of my return to the NIH

By signing this form, I agree to the above attestations and certify that the information on this form is complete and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Per the NIH Visiting Fellow Program Manual Chapter (<http://oma.od.nih.gov/manualchapters/person/2300-320-3/>), Visiting Fellows must be physically present at NIH research facilities for the duration of their training. Any exception to this requires approval by the DDIR/OIR. A copy of your CV must be included with any exception request sent to the DDIR/OIR.