



VISITING PROGRAM
SEPARATION/TERMINATION NOTIFICATION

INSTRUCTIONS: All non-immigrant scientists processed by the Division of International Services (DIS) must be removed from the NIH Visiting Program (VP) as soon as the scientist ceases to be a program participant. The sponsoring Institute/Center (IC) must complete this form when a scientist ends his/her stay at the NIH or obtains U.S. Permanent Residence ("Green Card"). Submit this form with a copy of the U.S. permanent resident card (if applicable) **at least 2 weeks** in advance to notify the DIS of the scientist's separation from the VP. **This is necessary so the DIS can comply with applicable Department of Homeland Security (DHS) reporting requirements.**

Please note: only use this form to remove the scientist from the VP. This form is ***not*** required if:

- The scientist remains at the NIH, but changes designation [e.g. Visiting Fellow to Research Fellow (VP)]
- The scientist transfers laboratories/branches within the NIH.
- The IC has already submitted a signed FPS-generated term notice for a Visiting Fellow.

Participant's name (Last, First): _____		Date of Birth: _____
IC: _____	Laboratory/Branch: _____	NIH Designation: _____
Forwarding Mailing Address (if known): _____		Forwarding E-mail (if known): _____

Select all boxes that apply:

<input type="checkbox"/> Individual will leave (or has left) NIH Last Day at NIH: _____ <input type="checkbox"/> Individual will move or transfer to another employer/institution in the United States. <input type="checkbox"/> Individual will return to his/her home country. <input type="checkbox"/> Other: _____	<input type="checkbox"/> Individual obtained U.S. Lawful Permanent Residence ("Green Card") Last Day in Visiting Program: _____ <ul style="list-style-type: none"> ◆ <i>List effective day of conversion action as per the SF 52</i> ◆ <i>Attach a copy of the U.S. permanent resident card to this form</i>
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Name of IC Sponsor	Signature	Date
_____	_____	_____
Name of IC Key Contact or Administrative Officer	Signature	Date
_____	_____	_____

AVOID DUPLICATION:
Do not complete this form if you already submitted a signed FPS-generated termination notice for your Visiting Fellow!

