



Exchange Visitor (Scholar): Out of Country/Temporary Absence

It may be possible to keep an exchange visitor's J-1 SEVIS record active during a temporary absence from the United States if the collaboration with the University of Colorado Boulder (CU Boulder) is ongoing and benefiting the university and the objectives of the exchange visitor program continue to be met.

- If an exchange visitor plans to be outside of the U.S. for a period of **more than 30 days**, then the exchange visitor must submit an *Out of Country/ Temporary Absence* form to ISSS.
- ISSS will review the *Out of Country/ Temporary Absence* form to ensure the absence meets the exchange visitor program regulatory requirements.
 - If the request is approved, ISSS will update the "Out-of-Country" information in the exchange visitor's J-1 SEVIS record.
 - If the collaboration and objectives will not be pursued, ISSS will terminate the exchange visitor's J-1 SEVIS record.

Exchange Visitor Information

Name: _____ Date of Birth: _____

Email Address You Will Use Outside of the US: _____

Dates of the Temporary Absence Outside the US

Start Date of Absence: _____ Date of Return to the US: _____

Will you continue to collaborate with the CU Boulder and pursue the objectives of your exchange visitor program during your temporary absence from the US?

- ☐ No (If you will not pursue your exchange visitor program objectives, your J-1 SEVIS record will be terminated)
- ☐ Yes

Name of the Research Site/ Location/ Institution Abroad Where You Will Pursue Your Program Objectives

Address of Location Listed Above (including street address, city, state/province, country, postal code)

Are you currently on the CU Boulder payroll?

- ☐ No
- ☐ Yes, I will remain on payroll during my absence
- ☐ Yes but I will be removed from payroll during my absence
You must upload financial support documentation for the time you will be off payroll (\$430/week)

Do you have dependents in J-2 status accompanying you on your exchange visitor program?

☐ No

☐ Yes—my dependents will ☐ exit the US with me during my temporary absence

☐ join me outside the country on the following date: _____

☐ remain in the US during my temporary absence

Enter Address Your Dependents Will Reside at During Your Temporary Absence

Number and Street Address

Apartment/Unit #

City

State

Postal Code

Dependents should not remain the US for more than 6 months without the primary exchange visitor (J-1 status).

Exchange Visitor Insurance Requirement

Exchange visitors and dependents in J-2 status are required to maintain comprehensive insurance that meets Department of State insurance requirements (22 CFR S62.14) for the full duration of the exchange visitor program *including* absences from the US.

The policy information I am reporting covers:

☐ Me ☐ Me and my dependents ☐ Me—my dependents have a different insurance policy

Evacuation & Repatriation Insurance

Insurance Company Name: _____ Phone: _____

Insurance Start Date: _____ Insurance End Date: _____
Month/ Day/ Year Month/ Day/ Year

Medical/Health Insurance

Insurance Company Name: _____ Phone: _____

Insurance Start Date: _____ Insurance End Date: _____
Month/ Day/ Year Month/ Day/ Year

Attestation

During the temporary absence reported on this form,

☐ I will continue to pursue my exchange visitor program collaboration, goals, and objectives.

☐ CU Boulder will continue to benefit from my active participation in this exchange visitor program.

☐ I will maintain medical, evacuation and repatriation insurance for myself, and if applicable my dependents in J-2 status, that meets the Department of State minimum requirements for the duration of my exchange visitor program including during this temporary absence from the US.

☐ I will report any changes in my out of country dates and/or research site to ISSS/ my department's assigned ISSS advisor.

Signature: _____ Date: _____

Department Administrator

Review CU global employee guidance and Global PEO Services information.

- [CU Global Employees Guidance](#)
- [CU's Global PEO Service \(GPS\) Requirements](#)

As the exchange visitors departmental host administrator, I attest:

- ☐ The sponsoring department has reviewed the CU Global Employees Guidance and Global PEO Service (GPS) Requirements.
- ☐ The sponsoring department has notified CU Boulder's Department of Human Resources of the exchange visitor's out-of-country period.
- ☐ The sponsoring department has notified CU International Tax Specialists of the exchange visitor's out-of-country period.

Name: _____

Title: _____

Department: _____

Email/Phone: _____

Signature: _____

Date: _____

Notes/Comments:

Host Faculty / Supervisor

Proof of Ongoing Collaboration and Benefit to the University of Colorado Boulder

The J-1 SEVIS record of an exchange visitor (scholar) can only be kept open if the exchange visitor will continue to pursue the exchange visitor's program goals and objectives during the temporary absence. The University of Colorado Boulder (CU Boulder) must continue to benefit from the ongoing collaboration and research during the exchange visitor's temporary absence.

Will the exchange visitor continue to collaborate with CU Boulder and pursue their exchange visitor program objectives? ☐ No ☐ Yes

If the exchange visitor is not or will not be on payroll during the temporary absence from the US, a signed letter of support from the exchange visitor's host faculty member must be uploaded in this form.

- The letter must indicate the dates the exchange visitor will be outside the US, explain the reason for the absence, and confirm that the research and collaboration will continue during the absence, as will the benefit CU Boulder.

Is the exchange visitor on CU Boulder payroll?

- ☐ No, the exchange visitor is not on payroll.
- ☐ Yes, the exchange visitor is currently on payroll but will be removed from payroll during the absence.
- ☐ Yes, the exchange visitor is currently on payroll and will remain on payroll for the duration of the absence.

As the exchange visitor's departmental host and supervisor, I attest:

- ☐ The exchange visitor will continue to pursue their exchange visitor program objectives and collaboration with CU Boulder during this temporary absence.
- ☐ The exchange visitor will *not* continue to pursue their exchange visitor program objectives and/or collaboration with CU Boulder during this temporary absence.

Name: _____

Title: _____

Department: _____

Email/Phone: _____

Signature: _____

Date: _____

Notes/Comments: