

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):
<i>Select all boxes that apply:</i>		

Individual will leave (or has left) NIH

Last Day at NIH:

- Individual will move or transfer to another employer/institution in the United States.
- Individual will return to his/her home country.
- Other:

Individual obtained U.S. Lawful Permanent Residence (“Green Card”)

Last Day in Visiting Program:

- *List effective day of conversion action as per the SF 52*
- *Attach a copy of the U.S. permanent resident card to this form*

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AVOID DUPLICATION:

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

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National Institutes of Health	Office of Research Services	