

## 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.

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

<b>Name of IC Sponsor</b>	<b>Signature</b>	<b>Date</b>
<b>Name of IC Key Contact or Administrative Officer</b>	<b>Signature</b>	<b>Date</b>

**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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