



BROWN

**Office of International Student & Scholar Services**

J. Walter Wilson, Suite 510  
69 Brown Street, Box 1906  
Providence, RI 02912  
Email: [oisss@brown.edu](mailto:oisss@brown.edu)

Phone 401-863-2427  
Fax 401-863-7543  
[www.brown.edu/oisss](http://www.brown.edu/oisss)

***Departure Notification Form***

Please inform OISSS if you plan on leaving Brown University before your anticipated end date. It is important for OISSS to keep your records (including your SEVIS record) up to date. Failure to inform OISSS can result in your being terminated in SEVIS as a result of your incomplete or inaccurate information about your status.

**NAME:** \_\_\_\_\_  
Last Name First Name

**DATE OF BIRTH:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**VISA STATUS:** \_\_\_ **F-1** \_\_\_ **J-1** \_\_\_ **H-1B**  
\_\_\_ **TN** \_\_\_ **O-1** \_\_\_ **Other** (please specify) \_\_\_\_\_

**SEVIS #** (Only applicable for J or F Status): \_\_\_\_\_

**DEPARTMENT OR PROGRAM NAME:** \_\_\_\_\_

**DATE YOU INTEND TO LEAVE BROWN:** \_\_\_\_\_

**THE REASON YOU ARE LEAVING BROWN** (please check all that apply):

\_\_\_ **I will be transferring to another institution** (you must please complete transfer request form).

\_\_\_ **I will be completing my program before the anticipated end date. I will complete your program on** (date) \_\_\_\_\_.

\_\_\_ **I have changed my status or applied for a change of status to** \_\_\_\_\_.

\_\_\_ **I am returning to my home country on** (approximate date) \_\_\_\_\_ **and do not plan on returning to Brown University.**

\_\_\_ **Other (please explain in detail)**  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date