

# PROGRAM DEPARTURE & VISA STATUS UPDATE FORM

FOR INTERNATIONAL STUDENTS ON F-1 OR J-1 VISAS @ AT ODU

This form is to be filled out by F-1 or J-1 visa holders who are **permanently** leaving Old Dominion University either upon completion of their program or because they have decided to leave the school to return to their home country. Your submission of this form helps us make updates to your SEVIS record and/or your record in the ODU database.

If you are **temporarily** leaving the US (not for summer or winter breaks) and will be **resuming your studies at ODU** upon your return, **do not complete this form**. You should submit the **LEAVE OF ABSENCE** form found on the ISSS web site's FORMS page.

If you are **transferring** to another school, **do not complete this form**. Instead, please submit the **TRANSFER OUT FORM** instead of this one. It is available on the ISSS web site's FORMS page.

Name: \_\_\_\_\_ UIN: \_\_\_\_\_

**Non-ODU E-Mail:** \_\_\_\_\_ **Visa Status:**  F-1  J-1  J-2  Other \_\_\_\_\_

**Forwarding Mail Address:** \_\_\_\_\_

**Academic Level:**  Bachelors  Masters  Ph.D.

**Please check appropriate item:**

- I am leaving the US on or about \_\_\_\_\_ (date) and will not be returning to resume my studies.
- I have been approved for another visa status (\_\_\_\_\_ (indicate new status)), and I am also submitting a copy of the I-797 Approval Notice. (In an effort to be a **greener** office, ISSS prefers scanned documentation; however, if you cannot scan, a photocopy or fax will also be accepted.)
- I have applied for a green card and have attached a copy of my EAD (issued as a result of my permanent residence application) **and/or** a copy of the I-485 receipt.
- Other (specify): \_\_\_\_\_

**Legal Status:** At the conclusion of an academic program (i.e., when graduating), **F-1s** have 60 days and **J-1s** have 30 days to leave the US, start another academic program or change to another visa status.

**Taxes & On-Campus Employment:** ODU Payroll sends a W-2 (or 1042-S, if applicable) form to individuals who received ODU taxable wages in the calendar year after you worked. These forms are sent to your "Permanent" address in LeoOnline. It is your responsibility to keep your "Permanent" address in LeoOnline updated whether in the U.S. or in your country. Income tax return forms can be downloaded from the IRS website (www.irs.gov).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**International Student & Scholar Services**  
2101 Dragas Hall ✦ Norfolk, VA 23529  
T: 757.683.4756 ✦ F: 757.683.6198 ✦ E: intlstu@odu.edu

**For ISSS Processing Only:**

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="radio"/> SOAHOLD updated                          | <input type="radio"/> SPAIDEN updated | <input type="radio"/> SEVIS record updated                     |
| <input type="radio"/> Program Departure hold date _____        |                                       | <input type="radio"/> AR hold?                                 |
| <input type="radio"/> courses have been dropped, if applicable |                                       | <input type="radio"/> INAT removal from TSAAREV, if applicable |