Request for Temporary Leave of Absence (LOA) Request Form
J-1 Visiting Professors & Research Scholars

The information gathered here will be used to determine if a J-1 Research Scholar’s immigration record in the Student & Exchange Visitor Information System (SEVIS) should be kept active, completed or terminated in accordance with the federal regulations pertaining to J-1 Research Scholars. This form must be signed by your faculty host and submitted to ISSS prior to your departure.

Part I – To be completed by J-1 Research Scholar

Passport Surname:________________________ Passport First Name:____________________________

SEVIS I.D. #: ____________________________UMASS I.D. #: ____________________________

Personal Email:___________________________UMB Email:______________________________

☐ I REQUEST THAT MY SEVIS RECORD BE KEPT ACTIVE DURING A TEMPORARY ABSENCE FROM THE U.S.: 

I am departing the U.S. temporarily but will maintain active academic activity with the University of Massachusetts Boston. Describe purpose for requested absence:

____________________________________________________________________________________

__________________________________________________________________

Your faculty host must provide a short but detailed summary, on department letterhead, explaining how you will be continually collaborating from abroad with your program and, specifically, how this particular activity relates to your activities at UMASS as described in item 4 on your DS2019.

Date of Departure from U.S.: _________________ Expected Return to UMB: _________________

☑️ I will be leaving the U.S. for a period of more than 30 days, but plan to return to continue my academic activity with UMB on a specified date.

☒️ I am requesting that my SEVIS record remain active during my absence in order to postpone the 24-month bar on repeat participation affecting J-1 Research Scholars.

☒️ I understand that should I not return, my record will be completed the 24-month bar will be counted as of my completion date indicated in my SEVIS record.

______________________________ Date: DD/MM/YYYY
Signature of J-1 Research Scholar
Part II – To be completed by UMB Host Department

1. Please confirm the date this scholar will resume academic activity at UMB after a temporary absence for the U.S.: Month ___________ Day ___________ YEAR ___________

Department Statement of Responsibility as Sponsor of Exchange Visitor

- As sponsor of the visiting scholar, I accept responsibility for the accuracy of all information contained in this form;
- I support the exchange visitor's request to be “out-of-county” for the purpose and dates indicated on this request form;
- I certify that the exchange visitor will resume his/her original J-1 program activity upon his/her return to the U.S.;
- I will notify the immigration office if there is any change in the proposed plan or dates;
- I will notify the immigration office if there is a cancellation of the plans for this visiting scholar to return to UMASS Boston.

Faculty Host Signature: ________________________________ Date: _____________________

Please provide a short but detailed summary, on department letterhead, explaining how this scholar will be continually collaborating from abroad with his/her program and, specifically, how this particular activity relates to his/her activities at UMASS as described in item 4 on the DS2019.

Part III - For Immigration Services Use Only

☐ Out-of-Country request approved and reported in SEVIS
☐ Out-of-Country request is not approved

Immigration Advisor Signature: __________________________ Date Approved: ___________________