

555 W. Monroe Street, Suite 900
Chicago, IL 60661

MULTILINGUAL / LANGUAGE DEVELOPMENT DEPARTMENT

INSTRUCTIONS: This form is only to be completed if you will end your Visiting International Teacher (VIT) program *permanently* and not return to teach in Illinois as a J-1 exchange visitor next school year. Please send the completed form along with confirmation of your resignation and final day of teaching from your host district (i.e. updated teacher contract, letter confirming last day of work, etc.) and send both to us via email at exchangeteachers@isbe.net.

FAMILY NAME/ LAST NAME	GIVEN NAME/FIRST NAME
LOCAL U.S. ADDRESS (Number, Street, Apt., City, State, ZIP Code)	
PERSONAL EMAIL (Not your VIT district email)	U.S. TELEPHONE
CURRENT SCHOOL NAME	CURRENT HOST DISTRICT
Please provide additional contact information should we need to contact you after your program has ended.	
INTERNATIONAL PHONE #	INTERNATIONAL MAILING ADDRESS (Number, Street, Apt., City, Province/Region, Country)
Complete the below section only if you will remain in the U.S. after your program completion and will change to a different immigration status.	
NEW IMMIGRATION STATUS AND DATE OF APPROVAL FOR ADJUSTMENT OF STATUS, IF RECEIVED	
Complete this section with the date of your final day teaching, anticipated departure date from the U.S., and reasoning.	
FINAL DAY TEACHING (MM/DD/YYYY)	ANTICIPATED DEPARTURE DATE (MM/DD/YYYY)
Please identify the reason for your departure from the program (check one of the choices below)	
<input type="checkbox"/> Final year of program eligibility (3 rd or 5 th year)	<input type="checkbox"/> Returning to teach in home country
<input type="checkbox"/> Early withdrawal from program	<input type="checkbox"/> Inadequate financial support
<input type="checkbox"/> Culture shock and/or homesickness	<input type="checkbox"/> Non-renewal of work contract
<input type="checkbox"/> Medical emergency and/or health of exchange visitor's family	<input type="checkbox"/> Other*
*If other, please provide an explanation:	
Please note that if your final day teaching is more than 15 days prior to your current DS-2019 program end date, we are required to update your DS-2019 program end date according to your final day of work. You will receive a final, updated DS-2019 from ISBE via email, which you should keep for your records. As a reminder, you have a 30-day grace period after your program completion date to settle your affairs and prepare for your return home. You must depart the U.S. on or before the 30th day of your grace period. Please be advised that you cannot work during the 30-day grace period or travel outside of the U.S. during this time. You can travel <i>within</i> the U.S. during this time. Please contact the ISBE VIT team with any questions at exchangeteachers@isbe.net .	

I hereby certify that the information above is accurate, that it is ultimately my responsibility to maintain my lawful status on the J-1 visa, and that any misrepresentation of information or failure to comply with visa regulations may affect my exchange visitor program or ability to apply for future U.S. visas.

_____ *Digital or Original Signature*

_____ *Date*