
(Date)

TO: _____, Fogarty Program Assistant,
International Services and Communications Branch, FIC

FROM: _____, Key Contact _____
(ICD)

SUBJECT: PROGRAM TERMINATION for Guest Researcher _____ Special Volunteer _____
Exchange/Courtesy

This is to notify you that

(Last Name)

(First Name)

(Middle Name)

will be terminating his/her stay at NIH. Please note the following for your records:

1. Visa status:

2. Last date at NIH:

3. Date of departure from U.S.:

4. Port of departure:

5. Airline/Flight No.:

6. Forwarding Address:

NOTE: Complete items 3.-5. above only if individual is leaving the U.S.