

## Duke Visa Services

Smith Warehouse: Bay 7 - 1st Floor, 114 Buchanan Blvd. Box 90790, Durham, NC 27708  
 Telephone: 919-681-8472 Facsimile: 919-681-8492 E-mail: [visahelp@mc.duke.edu](mailto:visahelp@mc.duke.edu) <http://www.visaservices.duke.edu/>

### Voluntary Termination Request of Duke-Sponsored F or J SEVIS Record

(Revised 17 November 2005. Reviewed 17 November 2005.)

<b>Last Name</b>	<b>First Name</b>	<b>SEVIS ID</b>
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(F-1 or J-1 principle)

This form is intended to serve as a formal request to terminate a Duke-sponsored F-1, F-2, J-1, or J-2 record in SEVIS. Such requests usually are necessary in the event of a change of status to another visa type or to remove dependents from SEVIS documents.

**Before you submit this request, please keep the following things in mind:**

- 1) Terminating an F or J record in SEVIS is easy to do, but extremely difficult to undo. It can have a direct effect on your lawful status in the U.S. It is recommended that you either speak to an immigration attorney before making a final decision or present our office with a copy of the approval notice confirming the visa status change.
- 2) Terminating a dependent from your SEVIS record may cause that person to be out of status in the U.S. or to be unable to return to the U.S. Please note that you must submit financial guarantees for 4 months prior to requesting **re-issuance** of a dependent SEVIS document.
- 3) We strongly recommend that you speak with an immigration attorney before making a final decision to close your SEVIS record or remove a dependent. If you have changed to another status in the U.S., please bring the original approval notice of that change to Visa Services.

You must **check and sign** below in order for us to terminate you or your dependent's record in the SEVIS system.

I request termination of my record in SEVIS, which will also terminate the SEVIS records of my dependents.

I request termination of the following dependent records in SEVIS, but I wish to maintain my personal record in SEVIS.

Name(s) of the individual(s) to be terminated:

<b>Last Name</b>	<b>First Name</b>	<b>SEVIS ID</b>
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<b>Last Name</b>	<b>First Name</b>	<b>SEVIS ID</b>
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- *I am requesting that my record in SEVIS be terminated.*
- *By requesting termination of my record; I will need to seek some other legal status if I wish to remain in the U.S.*

I have been advised to seek counsel with an immigration attorney, prior to making this request, to determine how termination of my SEVIS record or removal of my F-2 or J-2 dependents from SEVIS may affect my status or that of my dependents.

<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>
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- By signing below, I acknowledge that I am aware that my dependent SEVIS record is being terminated. I understand that the visa document I currently hold is no longer valid for purposes of entering or remaining in the U.S.

<b>Signature of Dependent</b>	<b>Printed Name</b>	<b>Date</b>
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