

TO BE COMPLETED BY
SPONSORING CENTER

FDA 829-5 Visiting Program Separation/Termination Notice

Instructions: The Division of International Services (DIS) must be promptly notified as soon as a non-immigrant scientist processed by DIS ceases employment at the FDA or obtains Lawful Permanent Resident (LPR) status. The sponsoring Center must complete this form and submit to DIS two weeks in advance of departure from the FDA or as soon as possible upon receipt of LPR. This notification is necessary for DIS to ensure compliance with applicable Department of Homeland Security (DHS) and Department of Labor (DOL) reporting requirements.

Please note: This form is not required if the scientist remains at FDA in the same status and is only transferring Centers. In that scenario the new Center must submit the appropriate case request to DIS.

I. SCIENTIST INFORMATION

Family Name: _____ Given Name: _____

Date of Birth (MM/DD/YYYY): _____

Center/Office: _____ FDA Designation (VS or VA): _____

Forwarding Mailing Address (if known): _____

Forwarding Email Address (if known): _____

II. SEPARATION/TERMINATION REASON

Select all boxes that apply:

- Scientist will leave (or has left) FDA on:** _____
- Individual will move or transfer to another employer/institution in the United States
 - Individual will return to his/her home country
 - Other: _____
- Individual obtained U.S. Lawful Permanent Residence.** Attach a copy of the U.S. permanent resident card (or "green card") to this form.

III. SIGNATURE

Authorized FDA Contact Name: _____

Authorized FDA Contact Signature: _____

Date (MM/DD/YYYY): _____

To ensure protection of Personally Identifiable Information (PII), send this form and copy of green card (if applicable) to DIS via FAX (301-496-0847) or mail at

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