

**REQUEST TO CLOSE SEVIS RECORD BASED ON APPROVED/PENDING
PERMANENT RESIDENCY APPLICATION**

Current immigration status: **F student** **J student**

I, _____, _____, _____
LAST NAME FIRST NAME DATE OF BIRTH

hereby attach documentation and take full responsibility in informing Rutgers that effective (mm/dd/yy)_____, Rutgers University should end my visa sponsorship and close my SEVIS record for one of the following reasons:

I am currently a permanent resident; my A # is*: _____

You must also attach proof of your new status

Please attach a photocopy of your green card or the I-551 stamp in your passport

I have applied for permanent residence (PR) AND am attaching documentation in support of my request to no longer maintain my current status. I understand that once I have used any benefit of my PR application (e.g. EAD card, Advance Travel Parole) I am no longer in valid F-1 or J-1 status, and therefore **MUST** submit this form to appropriately close my SEVIS record. Upon submitting this form, my SEVIS record will be **TERMINATED**, and this can have serious ramifications should my pending application be denied. I also understand that my record will be **TERMINATED** the same day that I submit this request. Upon terminating my F-1 record, my record in the Rutgers Student Records Database will remain coded as Citizenship Status '3' which is Non-Immigrant and AP visa status code which means 'Approval Pending.' I must send the Center for Global Services a copy of my green card once I receive it so they can update my Citizenship status code to Permanent Resident.

(If checking this reason: the Center strongly urges you to seek outside legal counsel to discuss the possible consequences of ending your Rutgers visa sponsorship before your new status is approved. We highly recommend you keep a copy of this form for your records.)

By signing below, I certify that I have chosen to end Rutgers visa sponsorship.

Signature

Date

If you have any questions about this form, please contact
the Center for Global Services at globalservices@global.rutgers.edu

Please return this form by mail, fax or e-mail to the address above.