

EMAIL MESSAGE:

\*Reply back to this message with your permanent residence and/or home university contact information (email, phone, address, etc.).

\*Keep all original DS-2019s, passports, I-94 records, and visas even after they expire. These documents will be helpful to have when arranging future trips to the United States. Also be sure to keep your UCard, Social Security Card and/or Minnesota Driver's License.

\*Contact IT@UMN for assistance in forwarding your UMN Google email account. Stop by 101 Coffman Memorial Union or call 1-HELP (612-301-4357) with any questions. Website is <http://www.it.umn.edu>.

\*Confirm the end date of your University-sponsored Student Health Benefit Plan. File any outstanding medical insurance claims and pay any balances that you owe. Stop by N323 Boynton Health Service or call 612.624.0627 with any questions. Website is <http://www.shb.umn.edu/twincities/international-scholars/student-health-benefit-plan.htm>.

\*Return all office/lab/building keys and HID white access cards to Karon. **DO NOT** pass along these items to another member of the research team.

\*Return borrowed materials and/or equipment to the department, University Libraries, Media Resources, etc.

\*If necessary: Coordinate with faculty sponsor about retention of documents/files related to active/completed research projects. Contact Enet [enet@enet.umn.edu] to identify electronic files that need to be gathered, organized, moved, etc. Also make sure approved permissions are given for others in the research group to access these files.

Just a reminder:

Scholars who have completed their program activity have a 30-day grace period in which to depart or to travel within the U.S. You are not allowed to be involved in any J-1 activities during the grace period even without pay. Also, you are not allowed to drive with your Minnesota driver's license during the grace period. Minnesota drivers' licenses expire when your DS-2019 expires.