

Academic Visitor Program

Step 5 Checklist: Visitor Departure and Close-Out Procedures for Category 2 and 3 Academic Visitors

Required Administrative Actions

Links to the relevant section on the [Academic Visitor](#) website are included in the first column, under Action, and where appropriate, a link to the University office that manages the process is included under Responsible Office(s).

<u>Action</u>	<u>Responsible Office(s)</u>
<input type="checkbox"/> Appointment Termination (via PittWorx)	Office of Trade Compliance/Dean's Office/Host Department
<input type="checkbox"/> Deactivate Email Account and Computer Access	Host Department/ Pitt IT
<input type="checkbox"/> Return University Property	Host Department
<input type="checkbox"/> Terminate University ID Card and Other Access Privileges	Host Department/ Panther Central
<input type="checkbox"/> Instructions on Future Exchanges	Host Department/ Office of University Counsel/Office of Sponsored Programs/Office of Innovation and Entrepreneurship/Office of Trade Compliance
<input type="checkbox"/> Exit Interview	Host Department

Related Information

See the [Academic Visitor](#) website, specifically [Step 5: Visitor Departure and Close-Out Procedures](#), for additional information regarding these actions

Contact the [Visitor Liaison](#) with any questions related to these procedures.