DEPARTURE REPORT FOR H-1B EMPLOYEES

Please notify International Scholar Services when an H-1B status holder’s employment with the University ends, regardless of which party terminated the employment. If the scholar leaves before the end of the I-129 petition’s validity, we are required to withdraw the LCA and terminate the H-1B petition.

If the scholar is terminated by the University before the end date specified by the petition, either for cause or due to lack of funding, the employing unit is required to pay for the scholar’s return transportation to his or her home country. If the employee ends the employment relationship, the University is not under this obligation.

TO: International Scholar Services

FROM: ___________________________ ____________________________
Name of Dept./Div. Contact, Dept./Div. Employing the Scholar

NAME OF DEPARTING H-1B SCHOLAR: _________________________________

DATE OF DEPARTURE:_________________________________________________

REASON FOR LEAVING AND FORWARDING ADDRESS, IF KNOWN:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Please mail or fax the completed departure report to ISS before the H1B’s employment terminates.

International Scholar Services
Campus Mail Box A005/185 - DDC
Fax (303) 315-2246