



## END OF EMPLOYMENT NOTIFICATION FOR EMPLOYEES IN E-3, H-1B, O-1 OR TN STATUS

*The immediate supervisor or department administrator completes and reviews this form with employee before submitting it to CGPS*

_____ Name of Employee	_____ Country of Citizenship
_____ Department / College	_____ Employment End Date

### Conditions of Departure (please check all that apply):

- Employee resigned position at University of Delaware voluntarily (please attach letter of resignation).
- Employment at University of Delaware was terminated by hiring department PRIOR to the end of the period of employment sponsorship (please attach letter of termination).
- Alien employee is returning to home country.
- Alien Employee is Changing Status.
- End date conforms to the originally approved H-1B employment period.
- Other (Please specify): \_\_\_\_\_

### For H-1B Employees

- Liability for Transportation Cost:** If an alien employee is dismissed by an employer prior to the expiration of the approved H-1B period of time, the employer will be liable for the reasonable cost of return transportation to the alien employee's last country of residence abroad.
- Bona Fide Termination:** According to Department of Labor (DOL) regulations, a termination is not considered a "bona fide" termination unless the employer notifies U.S. Citizenship and Immigration Services of the H-1B alien employee's end of employment. Absent such notification, the employer's obligation to pay the required wage continues until the end of the authorized period of employment.

**Please sign below indicating understanding of the above requirements:**

_____ <b>Print Name of Immediate Supervisor          or HR Liaison</b>	_____ <b>Signature</b>
_____ <b>Title</b>	_____ <b>Date</b>
_____ <b>UD Human Resources          (Name and Signature)</b>	_____ <b>Date</b>

Please return the form to CGPS by sending a scanned copy to [oiss-scholars@udel.edu](mailto:oiss-scholars@udel.edu).