

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 OISS.

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:

Print Name of Immediate Supervisor
or HR Liaison

Signature

Title

Date

UD Human Resources (Name and Signature)

Date

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