This form is to be completed for any H-1B/E-3/O-1 employee whose employment at the University of Minnesota ends before the immigration petition validity period.

### A. EMPLOYEE INFORMATION

1. Employee Name
2. Employee ID#
3. Department
4. Last Day of Employment

### B. INFORMATION ABOUT DEPARTURE/TERMINATION

What is the reason for the departure/termination?

- [ ] Employee voluntarily resigned from employment at the U of MN
- [ ] Employee’s appointment was not renewed by department (must complete Section C)
- [ ] Employee was terminated or laid off by department (must complete Section C)
- [ ] Other (please explain):

What are the employee’s plans?

- [ ] Transfer H-1B status to another employer
- [ ] Transfer to another U of MN department
- [ ] Apply for change of immigration status
- [ ] Undecided/Unknown
- [ ] Other (please explain):

### C. TERMINATION/NON-RENEWAL (IF APPLICABLE — H-1B/O-1 ONLY)

If an employee is dismissed for any reason by the employer before the end of the period for which H-1B/O-1 employment is authorized, the employer is responsible for the reasonable costs of return transportation of the H-1B/O-1 employee to the employee’s last place of foreign residence. The department which employs the H-1B/O-1 employee is responsible for the costs of the return transportation. (See [ISSS website](#))

- [ ] Has the employee been offered the cost of return transportation? Yes [ ] No
- [ ] Did the employee accept the offer of return transportation? Yes [ ] No

Notes/Comments

### D. SIGNATURE

Employee’s Signature

Date

Department Representative

Date