

EMPLOYMENT-BASED VISA DEPARTURE FORM

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

A. EMPLOYEE INFORMATION

Employee Name	Employee ID
Department	Last day of employment

B. INFORMATION ABOUT TERMINATION/DEPARTURE

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): _____

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 ONLY)

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

Has the employee been notified that employment has been terminated, in accordance with U of MN policies?

Yes No

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

H-1B Employee _____ Date _____

Department Representative _____ Date _____