

## H-1B Termination Form

Columbia University is required to report to both the U.S. Department of Labor and U.S. Citizenship & Immigration Services the departure of any H-1B visa holder who ends his or her employment prior to the authorized period of stay. This form must be completed by either the department or HR and sent to ISSO **prior** to the employee's last day of work.

*Please email this completed and signed form to the appropriate ISSO contact.*

### General Information

Today's Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Day of Work (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

### Employee Information

Employee Name: \_\_\_\_\_ UNI: \_\_\_\_\_ Department: \_\_\_\_\_

### Department Administrator (DA) Information

Administrator Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Reason for Termination

#### Select one:

Employee chooses to leave Columbia University     Department ends employment

### Offer of Return Transportation (Complete only if you select "Department ends employment" above)

If the Department ends the employment, it is required by law to offer the cost of reasonable transportation to the employee's country of last residence. This does not include transportation costs incurred by any accompanying family members nor does it include costs for shipping of personal property.

This includes situations in which the employee's contract is not renewed and the H-1B approval notice does not expire until a future date.

#### Offer of return transportation:

Accepted by employee     Declined by employee

### Names and Signatures

#### Employee:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Human Resources (HR) / Department Administrator (DA):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_