

This form is to be completed when an E-3 employee in your department is terminated from their appointment, resigns or completes their stay. Please send or fax this form to the International Office (IO) at least ten days prior to the employee's departure. The IO will notify appropriate agencies in compliance with government regulations within 30 days of the last day of employment noted on this form. (Please do not send more than 30 days ahead of departure date.) If the scholar changes status but continues with your department, it is not necessary to fill out this form.

NU Department Administrative Contact

Beneficiary's Full Name

E-3 (I-797) Receipt Number (if applicable)

Last Date of Employment/Sponsorship

Reason for Leaving

- Completed Program
- Resigned Early
- Dismissed
- Transfer

If the beneficiary was terminated before the end of the authorized employment, has s/he been offered the cost of transportation back to his/her home country or country of last residence? Yes No

Present Whereabouts

- Returned Home
- Transferred (specify) _____
- Transferred to another department at NU
- Unknown
- Other (specify) _____

Hiring Principal Investigator or Faculty Sponsor/Department Chair

Printed Name Signature Date

***Please complete and submit this to the IO, by scan/email to intscholars@northwestern.edu or by fax to (847) 467-2147**