



International Office

Northwestern University

H-1B Departure Notice

Updated 03/2014

This form is to be completed when an H-1B beneficiary completes his/her H-1B affiliation with your department. This may be because the beneficiary will complete his/her program as intended, will resign and leave earlier than intended, will be terminated/dismissed or has obtained another visa status (such as legal permanent residency/green card).

Please do not send this form more than 30 days before the last date of employment/sponsorship.

DEPARTMENT INFORMATION

Department Name: Department Contact:

BENEFICIARY'S INFORMATION

Surname(Last): First Name(s):

non-NU e-mail address:

H-1B APPROVAL NOTICE INFORMATION

H-1B Receipt Number

H-1B Start Date: Current H-1B End Date:

DEPARTURE INFORMATION

Last day of NU employment/sponsorship:

Reason for Leaving

- Completed Employment on Approval Notice end date
- Resigned Early
- Dismissed/Terminated*
- Obtained different visa status (submit copy of green card if applicable)

***According to regulations, if the beneficiary was terminated early then s/he must have been offered the cost of transportation back to his/her home country or country of last residence. Please indicate that s/he was offered the cost of transportation.**

Yes No

SIGNATURES

If necessary, the H-1B employment will be withdrawn with USCIS to reflect the last day of employment. Please note: there is no grace period.

Department Contact: Date

(sign here)

Hiring Faculty/Sponsor Date

(sign here)

H-1B Beneficiary Date

(sign here)