

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

This form is to be completed at the end of a beneficiary's H-1B sponsorship with Northwestern. Reasons for ending sponsorship could be the following: resignation, a change of employer, termination/dismissal, attainment of another visa status (such as Legal Permanent Residency), or the timely completion of an appointment.

Please submit this form to the appropriate OISS advisor within 30 days of the last date of employment/sponsorship.

DEPARTMENT INFORMATION

Department Name:

Department Contact:

BENEFICIARY'S INFORMATION

Surname (Last):

First Name(s):

Non-NU email 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)

If an H-1B employee is involuntarily terminated before their approval notice end date and no new petition is filed within the 60-day grace period (or until the approved period ends, whichever is shorter), the sponsoring department must cover reasonable transportation costs to the employee's home country or last residence. Please confirm whether this has been offered and accepted.

Yes

No

SIGNATURES

If necessary, the H-1B employment will be withdrawn with USCIS to reflect the last day of employment.
Please reach out to your OISS advisor regarding any possible grace period.

Department Contact:

Date

Signature Here

Hiring Faculty/Sponsor

Date

Signature Here

H-1B Beneficiary

Date

Signature Here