

Termination of an H-1B1 Employee

Instructions: For every alien employed under the H-1B1 program, complete this form as soon as the termination date is known, and submit it to the Office of International Programs.

Employee Name _____ Employee # _____
Last First Middle (Full)

U.S. Address: _____ Phone: _____
_____ Email: _____

Department _____ Supervisor _____

Check one:

Employee resigned voluntarily, effective _____.

- Attach a copy of the resignation letter.

Department initiated termination, effective _____.

- Attach a copy of the termination letter.

Check one:

Alien will begin employment with another H-1B sponsor, effective _____.

- Name and location of new employer _____

Alien will depart the U.S. on _____.

Alien will remain in the U.S. and change of status to _____.

Employee wishes to transfer to KUMC department: _____

- The transfer-in department must submit a *Request for H-1B1 Petition* to OIP, and **it must be approved prior to transfer.**

Signature of Employee _____ Date _____

Signature of Preparer _____ Date _____

Printed Name _____

Department _____ Phone _____