



**H-1B / O-1 Termination & Transfer Form**

The University of Michigan is required to report to the federal government early employment end dates of employees in H-1B and O-1 status. When an individual in H-1B/O-1 status is ending his or her employment or is transferring to a new department at the University, this form must be completed by an HR administrator from the sponsoring department and sent to FSIS *before* the employee's last day or work.

Today's date: \_\_\_\_\_ Last day of work: \_\_\_\_\_ Status:  H-1B/  O-1

Employee Name: \_\_\_\_\_ UMID \_\_\_\_\_ Department: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for termination (select one):

Employee chooses to leave U-M employment

Leaving US  Accepted position elsewhere in US  Other, namely:

Transferring to another U-M department

New Department: \_\_\_\_\_

**If the employee is transferring to another U-M department, a new H-1B petition may need to be filed. At a minimum certain steps will need to be completed prior to the start of the employment. The new department must contact FSIS before the transfer occurs.**

Department ends employment

Funding Issues  Performance  Other, namely:

**If the department ends<sup>1</sup> the employment, the employer MUST offer the cost of the reasonable return airfare to the employee's place of last residence. This does not include the cost of the return airfare for family members or personal property.**

Offer of return airfare **accepted** by employee. Attach copy of ticket or check.

Offer of return airfare **declined** by employee. Employee confirms that he or she will have an ongoing legal status in the US, e.g. a pending or approved Adjustment of Status, Change of Status or Change of Employer application.

Note that there is no guaranteed grace period beyond the end of one's employment in H-1B or O-1 status. However, USCIS has created a discretionary grace period of up to 60 days for individuals whose employment is terminated prior to their approved H-1B or O-1 status validity period (as indicated on their approval documents). The maximum duration of the grace period is 60 days or the expiration date of the underlying approval notice, whichever is shorter. Because this grace period is discretionary USCIS is not required to grant it.

\_\_\_\_\_  
 Print name of terming employee

\_\_\_\_\_  
 Signature of terming employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print name of HR administrator

\_\_\_\_\_  
 Signature of HR administrator

\_\_\_\_\_  
 Date

**Please email completed form to [icfacultystaff@umich.edu](mailto:icfacultystaff@umich.edu)**

<sup>1</sup> This includes situations in which the employee's contract is not renewed, but the employee's H-1B approval notice does not expire until a future date