



Please submit this form to the Center for Global Engagement as soon as you know that an H-1B employee will end employment with FSU. This is especially important if the employee will end employment prior to the completion date of the H-1B petition filed by FSU on behalf of the employee. The Center for Global Engagement must notify USCIS and the Department of Labor of the ending date so that the university will not be liable for payment of the salary beyond the end of employment.

If the department is letting the employee go prior to the end date of the H petition, please send us a copy of the letter given to the employee, offering reimbursement for a non-refundable, one-way ticket abroad. The department does not need to offer the ticket when the employee chooses to leave the position early, only when the department initiates the separation.

If you need a sample letter, or have any questions, please contact Luciana Hornung (850-644-9549). Thank you.

Employee's Name:

Department:

Last day of employment with FSU:

The employee is:

- returning to his/her home country
- moving to another employer in the U.S.
- moving to an employer outside the U.S.
- unknown

other (explain):