



**INSTRUCTIONS:** This form is to be used when an international faculty/scholar/staff member in your department is terminated from their appointment, resigns, or completes their stay. Please complete the form, and scan and e-mail or mail to OIS. OIS will notify appropriate agencies in compliance with government regulations. **Failure to notify OIS of an employee's departure, in a timely fashion, may result in your department's continuing responsibility to pay salary to the terminated employee.** If the employee or scholar changes status but continues with your department, it is not necessary to complete this form. *\*The employee/visitor must sign this form BEFORE s/he departs the department.*

UIN: _____		
Name of Employee/Visitor: _____		
<i>last</i>	<i>first</i>	<i>m.i.</i>
Name of Department: _____		M/C _____
Status Prior To Departure:	<input type="checkbox"/> J-1 <input type="checkbox"/> J-2 w/ EAD <input type="checkbox"/> F-1/OPT w/ EAD <input type="checkbox"/> H-1B <input type="checkbox"/> TN <input type="checkbox"/> O-1 <input type="checkbox"/> TR (pending adjustment) <input type="checkbox"/> Other (specify) _____	
Last Day of Employment/Sponsorship: _____	<input type="checkbox"/> Resigned Early <input type="checkbox"/> Dismissed <input type="checkbox"/> Completed Program	
Final paycheck date for employees: _____	or	<input type="checkbox"/> N/A non-salaried
This individual will:	<input type="checkbox"/> Return home <input type="checkbox"/> Transfer to _____ (unit/institution) <input type="checkbox"/> Unknown <input type="checkbox"/> Other (specify) _____	
_____ Print Name of Employee/Visitor	_____ Signature of Employee/Visitor	_____ Date
_____ Print Name of Dean/Department Head	_____ Signature of Dean/Department Head	_____ Date
_____ Name of Department Contact Person	_____ Phone number	

Scan and E-Mail to [OISJ1@uic.edu](mailto:OISJ1@uic.edu) OR mail to (please do not fax this form).