

# DEPARTURE NOTICE

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This form is to be completed when a UW employee completes or ends the affiliation with your department. This may be because the employee will complete employment as intended, will resign and leave earlier than intended, will be terminated/dismissed, or has obtained another visa status (such as legal permanent residency/green card). Upon receipt of this form, IFSS will notify the appropriate agencies in compliance with government regulations.

Email this form to [ifss@wisc.edu](mailto:ifss@wisc.edu). Do not upload this form into Terra Dotta.

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Employee Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_

Department/College: \_\_\_\_\_

Department Contact: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Last day in pay status or affiliation with UW: \_\_\_\_\_

Current Immigration Status: \_\_\_\_\_ If other, please tell us what status:

Reason for leaving the UW: \_\_\_\_\_

If "Other", please explain below:

Employee's future plans: \_\_\_\_\_

If "Other", please explain below:

If transferring to another employer, please tell us what employer and where:

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### For H-1Bs Only:

According to federal regulations, if H-1B employment is terminated by the employer early (prior to the current status expiration date), then the H-1B employee must be offered the reasonable cost of return transportation to his/her last known foreign residence. IFSS can provide a template of the return transportation offer letter, if requested.

<p>IF APPLICABLE: By checking this box, you acknowledge that the H-1B employee whose employment was terminated <input type="checkbox"/> early by the Department was offered return transportation to his/her last known foreign residence in writing. Attach a copy of the return transportation letter with this form.</p>
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Name of Department Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_