



Notification of End of Employment/Academic Activity

To be completed by department supervisor or administrative contact

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦
♦ Telephone: 617/353-3565 ♦ issosch@bu.edu ♦ www.bu.edu/isso ♦

This form is intended for use by Boston University hiring/host departments to notify the International Students and Scholars Office (ISSO) of the completion of employment/academic activity for an international employee (paid by BU) or visiting researcher (non-BU funded). The information is required so that the ISSO can properly report and close ISSO records, and, if applicable, process any related immigration sponsorship items in accordance with federal regulations. In addition, the information will be used by the ISSO to provide additional guidance to the departing employee / visiting researcher and the sponsoring department. Please return this notification to ISSO at least 30 days prior to the last day of employment/activity in your department.

Name of Employee/Scholar: _____

Boston University Hiring/Host Department: _____

Scholar's BU ID #: _____

Last Date of Employment or/ Activity at BU: _____

Conditions of departure:

Employee/Scholar resigned position at Boston University voluntarily (attach copy of letter of resignation).

Employment / Activity will end on the date reflected in initial appointment/offer letter.

Employment / Activity terminated by hiring department prior to end date of the approved sponsorship period (attach copy of termination letter or relevant documentation)

Scholar's/Employee's Immigration Status (Please check appropriate box):

J-1 sponsored by Boston University in Research Scholar, Short-term Scholar, Professor or Specialist category, per Form DS-2019 part 4.

J-1 sponsored by Boston University in the Student Intern category: Host department must complete and attach the J-1 student intern final evaluation form (<http://www.bu.edu/isso/files/pdf/J-1-Student-Intern-Evaluation-Form.pdf>)

F-1 Optional Practical Training (post-degree completion initial 12 month authorization - Non-STEM authorization)

F-1 STEM Optional Practical Training (OPT) – OPT STEM regulations require the employer to report an employee's termination to the F-1 sponsor no later than 5 business days after the termination; In order to insure compliance, the ISSO will notify this scholar's F-1 sponsor.

H-1B or O-1 – If a BU employee in **H-1 or O-1** classification is terminated by the employer prior to the expiration of the employment authorization obtained on his or her behalf, then the employer will be liable for the reasonable costs of return transportation to the employee's country of last residence abroad [8 CFR § 214.2(h)(iii)(E) and 8 CFR § 214.2(o)(16)]. By signing below, the host department acknowledges the **liability for transportation costs**. Please contact the ISSO for additional information should this requirement apply to the termination of the employee referenced above.

Other- Please specify: (ie. Pending Lawful Permanent Resident, J-2, H-4, TN, J-1 sponsored by an outside agency, etc.):

Name /Title of BU Supervisor or Department Contact

BU Supervisor or Department Contact Signature

Today's Date