

H-1B / E-3 / 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, E-3, and O-1 status. When an individual in H-1B/E-3/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 of work.

Please email completed form to icfacultystaff@umich.edu

Today's date: _____ Last day of work: _____ Status: H-1B / E-3 / O-1

Employee Name: _____ UMID: _____ Department: _____

Administrator Name: _____ Phone: _____ Email: _____

Current H-1B/E-3/O-1 approval end date: _____

Reason for termination (select one below):

Employee chooses to leave U-M employment

Leaving US Accepted position elsewhere in US Other, namely: _____

Transferring to another U-M unit: _____

→ New unit must submit [Employment Change Notification](#)

Unit ends employment

Funding Issues Performance Other, namely: _____

If the department ends¹ the employment, the employer MUST immediately offer the cost of the reasonable return airfare to the employee's country of last residence. This does not include the cost of the return airfare for family members or personal property. Note that IF the employee does not indicate a preference, the offer will be deemed to be accepted.

Offer of return airfare **accepted** by employee. Attach proof of reasonable return airfare cost and copy of "[Exception Payment to Faculty and Staff](#)" form. Original to be sent via email to Leslie Brown (leslibro) in Payroll Office. In the "special instructions" section of the form, state 1) purpose of payment, 2) earn code "NTA," and 3) whether a check or direct deposit is requested.

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, E-3, 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, E-3, 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.

Print name of employee

Signature of employee

Date

Print name of HR administrator

Signature of HR administrator

Date

¹ This includes situations in which the employee's contract is not renewed, but the employee's H-1B/E-3/O-1 approval notice does not expire until a future date