



# End of Employment/ End of Exchange Visitor Activity Notification

For Boston University employees and visiting scholars in H-1B, J-1, TN, O-1, or other nonimmigrant status

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215  
Telephone: 617/353-3565 ♦ isso@bu.edu ♦ www.bu.edu/isso ♦ Facsimile: 617/358-1170

**Purpose:** This form is intended for use by Boston University hiring/host departments to notify the International Students and Scholars Office (ISSO) of the expected completion or termination of employment of an international employee in H-1B, J-1, TN, O-1, or other nonimmigrant status. This form is also used to notify the ISSO of the completion or termination of a visiting scholar in J-1 exchange visitor status who is not a BU employee. For employees in H-1B, TN and O-1 status, the information gathered here will be used by the ISSO to terminate employment sponsorship with the U.S. Department of Homeland Security (DHS) in accordance with federal regulations. For employees and visiting scholars in J-1 status, this information will be used to complete the scholar's record in the Student and Exchange Visitor Information System (SEVIS). For scholars in other immigration classifications, the information will be used to update ISSO records.

**NOTE: Scholars in J-1 "Research Scholar" or "Professor" categories who end their employment/exchange activity incur a 24-month bar from reentering the U.S. in these categories. Scholars in J-1 status who will continue BU-affiliated research abroad should use the "J-1 Scholar Request for Permission to Continue Research Abroad."**

**To be completed by the BU Hiring/Host Department:**

Name of Employee/Scholar: \_\_\_\_\_

Boston University Hiring/Host Department: \_\_\_\_\_

Scholar's BU ID #: \_\_\_\_\_

Scholar's Immigration Status:  H-1B1     TN     O-1     F-1 (check one):  OPT  CPT  other  
 J-1 Exchange Visitor sponsored by Boston University  
 J-1 Exchange Visitor sponsored by an outside agency (Fulbright, IIE, etc.)  
 J-2 Employment Authorization     J-1 Student on Academic Training  
 Pending Lawful Permanent Resident     Other: \_\_\_\_\_

Last Date of Employment/Activity at BU \_\_\_\_\_

**For Boston University Sponsored Employees in H-1 and O-1 Status:**

**Conditions of departure:**

- End of employment will coincide with end date of employment authorization/immigration sponsorship.
- Employee resigned position at Boston University voluntarily. (Please attach copy of letter of resignation.)
- Employment terminated by hiring department prior to end date of employment sponsorship period.

*Liability for transportation costs.* If an employee in H-1 or O-1 classification is dismissed by the employer prior to the expiration of the employment authorization obtained on his or her behalf, the employer will be liable for the reasonable costs of return transportation to the employee's country of last residence abroad. Please contact the ISSO for further information on complying with this requirement.

➤ 8 CFR § 214.2(h)(iii)(E) and 8 CFR § 214.2(o)(16)

\_\_\_\_\_  
Signature of BU Host or Department Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of BU Host or Department Contact

\_\_\_\_\_  
Title

**FOR ISSO USE ONLY:**  UIS update (Date): \_\_\_\_\_ by (Initials) \_\_\_\_\_  Notification to DHS  Archive