



# J-1 Scholars/H-1B employees Departure Notice

International Center

This form is to be completed when a J-1 scholar/H-1B employee in your department is terminated from his/her appointment, resigns or completes his/her stay. Please send this form to the International Center at least ten days prior to the scholar's departure. The International Center will notify appropriate agencies in compliance with government regulations within 10 days of the last day of employment noted on this form.

Department \_\_\_\_\_

Department Contact \_\_\_\_\_ Phone \_\_\_\_\_

Name of J-1/H-1B Scholar \_\_\_\_\_

IIT ID Number: A \_\_\_\_\_

SEVIS Number (top right corner of DS-2019) if a J-1 Scholar : N \_\_\_\_\_

Last Day of Employment/Sponsorship \_\_\_\_\_  
mm/dd/yyyy

Reason for Leaving:

- Completed Program
- Resigned Early
- Dismissed
- Transfer to \_\_\_\_\_  
Institution Name

If known, the individual's plans after departing from IIT \_\_\_\_\_

\_\_\_\_\_  
Signature of Hiring Individual/Department Head

\_\_\_\_\_  
Printed Name of Hiring Individual/Department Head

\_\_\_\_\_  
Date

**Please complete and submit this form to the International Center at least 10 days prior to the scholar's departure from IIT.**