DEPARTURE NOTIFICATION FORM

For International Scholar/Employee/Intern

If The University of Tennessee is hosting an international scholar, employee, or intern with J-1 or H-1B immigration status, U.S. law requires The University to notify the U.S. Department of Homeland Security (DHS) of an early departure. To ensure that this information is relayed on time, we ask the host department to notify the UTK Center for International Education (CIE) of the departure of **every** J-1 or H-1B scholar, even if it is not early. CIE will then notify DHS, as required. Failure to send this notification is a violation of law and may subject The University to penalties and/or fines. After the J-1 or H-1B record is ended, the employee may not be employed at UTK without other work authorization.

Specifically: **For a J-1 scholar**, notify CIE of any departure if the scholar has been/will be physically absent from the UTK campus for **more than 30 days**. If the scholar hopes to return to UTK after this departure, call CIE to discuss. Notification should be sent to CIE before the departure date, or no longer than 30 days after departure.

For an H-1B employee, notify CIE if the employee is taken off Payroll or will not be paid for any period. (If employee has been approved for FMLA leave, call CIE to discuss). **NOTE:** ***U.S. law may require the employee to be paid until DHS is notified of the departure, even if the employee is no longer working***. For this reason, this notification should be submitted to CIE before the actual departure date, if possible.

IMPORTANT: If there will be changes in the employment or program of the scholar/employee, and the person will not be leaving the U.S., contact the Center for International Education to discuss before making changes.

No notification is required for students who are enrolled at The University of Tennessee, Knoxville.

Name of Scholar/Employee/Intern: _____

Host Department: _____

Immigration Status: ☐ **J-1** ☐ **H-1B** ☐ **Other:** _____

Date of actual departure from The University of Tennessee: _____

Date that termination was/will be effective, as entered into IRIS: _____
(Last day of paid employment for employee)

Reminder: Unpaid scholars should be entered into IRIS as "Friends". Do not forget to terminate the IRIS record when the scholar leaves.

Are there any current plans for this scholar/employee to return to UT? ☐ Yes ☐ No

If yes, explain: _____

_____

Other Information: _____

Department Head Signature

- **I UNDERSTAND THAT THIS NOTIFICATION IS FINAL AND CANNOT BE CHANGED LATER.**
- **I ALSO UNDERSTAND THAT THIS SCHOLAR/EMPLOYEE/INTERN MAY NOT BE EMPLOYED BY UT AFTER THE DEPARTURE DATE STATED ABOVE.**

_____	_____	_____
Department Head Signature	Department Head Name	Date