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 International Student & Scholar Services (ISSS) within the Center for Global Engagement (CGE) of the departure of every J-1 or H-1B scholar, even if it is not early. ISSS 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: <u>For a J-1 scholar</u>, notify ISSS 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 ISSS to discuss. Notification should be sent to ISSS before the departure date, or no longer than 30 days after departure.

<u>For an H-1B employee</u>, notify ISSS if the employee is taken off Payroll or will not be paid for any period. (If employee has been approved for FMLA leave, call ISSS 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 ISSS 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 <u>not</u> be leaving the U.S., contact the International Student & Scholar Services 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 <u>current</u> plans for this scholar/employee to return to UT?				
If yes, explain:				
Other Information:				
Department Head Signature				
	AT THIS SCH	OLAR/EMPLOYE	ND CANNOT BE CHANGED EE/INTERN MAY NOT BE E E.	

Department Head Name

Date

Last Update: August 2020

Department Head Signature