Early Termination Procedure

• Early termination is defined as cessation of employment more than 30 days before end date of approved O-1 petition.

• ISSS should be notified as soon as possible
  ○ Fill out Early Termination form and send to ISSS
• ISSS will contact USCIS to cancel the O-1 petition.

• IMPORTANT: if termination is initiated by department AND the individual is returning to his/her home country, department must provide evidence that they have paid for the cost of return transport to the home country.

Early Termination Form

Employee’s Name: ________________________________________________________________

Department: ________________________________________________________________

Date of Termination: ______________ Initiated by: □ Department □ Employee

Reason for Termination: ________________________________________________________________

Employee’s Post-Termination Plans:

□ Move to new employer
□ Return to home country
□ Change non-immigrant status
□ Other (please specify) ________________________________________________________________

___________________________________________  __________________________________________
Departmental Supervisor of Employee  Date

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