

O-1 Early Termination Notification



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International Student and Scholar Services

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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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