

Illinois Institute of Technology

IIT – International Center

3300 S. Federal Street
Main Building Room 405
Chicago, IL 60616
Phone 312-567-3680
Fax 312-567-3687
School Code: P-1-00266

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

11//08

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 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.