**International Faculty Amendment/Termination Form**

To comply with U.S. immigration and labor laws, the International Student and Scholar Office (ISSO) is responsible for verifying any changes that may occur after a foreign national faculty member (in an immigration status such as H-1B, O-1, E-3, etc.) is hired and begins employment at our institution. This includes any changes such as termination, resignation, job title, job duties, worksite changes, and/or change in salary.

The hiring department must submit this form to the ISSO (via email to dvmedei@uncc.edu) at least one month ***prior*** to the effective date of any change(s) as it may require additional reporting or approvals to the Department of Homeland Security, Department of Labor, Department of State, and/or US Citizenship and Immigration Services. Failure to report required changes in employment may result in hefty fines and/or penalties against the department and institution.

**Faculty Member’s Last Name:**

**Faculty Member’s First Name:**

**Department**:

**Position/Title:**

**Immigration Status**: (H-1B, etc.)

**Please indicate which change you are submitting:**

* **Change in employee’s worksite**
* **Change in employee’s salary or benefits**
* **Change in employee’s work status or hours**
* **Change in employee’s job duties**
* **Termination**

**If termination (complete the information and read the special note below):**

* **Contract end date:** mm/dd/yyyy
* **Termination date:** mm/dd/yyyy
* **Was this a voluntary resignation?** YES / NO

**Please provide any of the following information, if known:**

* **Will employee remain in the US?** YES / NO
* **If no, intended date of departure from US:**
* **Has employee has accepted a similar position with another employer?** YES / NO
* **If yes, name of new employer:**

**SPECIAL NOTE for H-1 TERMINATION:**

As a reminder, for employees in H-1B status, the University may be obligated to continue payment of wages through the end of the contract and pay reasonable costs of return cost of transportation to the person’s home country.

H-1B employees must leave the US upon their last day of H-1B employment.

* Some H-1B scholars may remain up to 10 days after the end date of their H-1B employment. This grace period would be noted on the I-94.
* The last date that an H-1B employee may legally be in the US is listed as the “until” date on the most recent I-94.
* H-1B employees may hold H status for up to six years. The H-1B employee can remain outside of the US for a period of one year to become eligible for another six years of H status.

**Submitted by:**

**Title:**

**Date:**

**ISSO use only**

* File amended LCA & I-129 \_\_\_\_\_\_
* Withdraw LCA \_\_\_\_\_\_
* Update spreadsheet/TDS \_\_\_\_\_\_\_
* Archive Record & File \_\_\_\_\_\_\_