
Notice of Departure

Please read the “Important Visa Status Information” below pertaining to your particular status and then complete and submit this form so we can update the U.S. Government and close your OIS file.

Family Name Given Name
Date of Birth (MM/DD/YYYY) JHED ID
Permanent email address

Please check the box below that describes your visa situation:

- Completed H1B employment and plan to depart the US
- Applied to USCIS for a Change of Visa Status
- Other (Any Additional Comments)

End date of current visa status (Please refer to the date on your most recent I-94 record)

If the end date of employment will be different than the end date on I-94 provide the date

Date of intended departure from US

Important Visa Status Information

H-1B Employees

Grace Periods

Most H-1B employees must leave the US or have applied for a change of status before the date of expiration on Form I-94, or before the last day of their employment (whichever comes first). USCIS published a Final Rule for certain employment-based immigrant and nonimmigrant visa programs on November 18, 2016. The new rule went into effect on January 17, 2017. The rule includes some provisions for USCIS to grant a *discretionary* 60-day grace period for H-1B workers where certain conditions are met. As this grace period is not guaranteed or available to all H-1B workers whose employment ends, applying for an alternate status prior to the end of employment is strongly recommended.

Resetting the H-1B Clock

Professional specialty occupation workers may hold H-1B status for up to six years; to restart a new six-year period, the individual must be physically outside the United States for a full year (365 days). Brief trips to the U.S. for business or pleasure are not interruptive; however, they do not count toward the fulfillment of the required time abroad.

TN, O-1, & E-3 Employees

Last day of status in the United States

TN, O-1, & E-3 employees should leave the U.S. or have applied for a change of status before the expiration date on Form I-94.

Email completed form to H1B-Employment@jhu.edu