

(Use Department Letterhead)

Date _____

Jane Doe
Campus Drive
Irvine, CA 92617

Dear Jane:

The UCI Department of _____ intends to terminate your employment, and withdraw the H-1B petition filed on your behalf, on _____. Pursuant to Section 214(c)(5) of the Immigration and Nationality Act, UCI also acknowledges the liability for the reasonable cost of your return transportation to your last place of foreign residence in _____ because your employment has been terminated before the end of the period of your authorized H-1B status.

Pursuant to 8 CFR Section 214.2(h)(11)(i), UCI will notify the United States Citizenship and Immigration Services (USCIS) promptly upon termination of your employment and request withdrawal of the H-1B petition. You must depart from the U.S. as soon as possible unless you have applied for a new nonimmigrant classification with the USCIS (or secured the sponsorship of another employer).

In fulfillment of the liability for return transportation, UCI hereby gives you 30 days from the date of this letter to request that the Department of _____ purchase a ticket for your return transportation to _____. Your letter of request should be given to me and should specify your last place of residence abroad. If you fail to submit this request in writing within 30 days, this offer for purchase of the ticket is no longer available to you.

Should you desire information concerning your opportunities and obligations under U.S. immigration laws, you should immediately engage a qualified immigration lawyer at your own expense and take appropriate action promptly to maintain your legal status or otherwise comply with the immigration laws. Failure to take prompt and appropriate action may cause you to lose rights and options that may otherwise be available to you under law.

Please contact _____ by telephone at _____ with regard to any benefits to which you may be entitled under COBRA. Please contact Simon Jarusauskas at the International Center, ext. 48025, for immigration matters.

Sincerely,

XXXXXXXXXX
(name of faculty principal investigator)
Department of _____