



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER..

Office of Institutional Compliance

H-1B OR O-1 EMPLOYEE
RETURN TRANSPORTATION COSTS AFTER
INVOLUNTARY SEPARATION
(FY 2020)

Complete ONSCREEN & Submit ELECTRONICALLY
NO HANDWRITTEN REQUESTS WILL BE PROCESSED.
THANK YOU FOR YOUR COOPERATION!

TTUHSC Institutional Compliance
Immigration Compliance & Services
3601 4th Street, STOP 8165
Lubbock, TX 79430
Ph: (806) 743-3575
Email: ICS@ttuhsc.edu

**H-1B or O-1 EMPLOYEE
RETURN TRANSPORTATION COSTS FOR INVOLUNTARY SEPARATION**

To: _____, H-1B or O-1 Employee

The H-1B or O-1 visa obtained by Texas Tech University Health Sciences Center ("TTUHSC") was contingent upon your employment with our institution. The Immigration and Nationality Act ("INA") requires that you return to your country of origin or last residence after your employment separation date unless you secure other authorization to remain in the United States. If your employment separation was not voluntary (i.e. termination rather than resignation) and it occurred prior to the end of your H-1B or O-1 validity date, the US employer is required to pay the reasonable cost of transportation to your country or origin or last legal residence. The US employer is not required to pay the transportation costs of dependent family members (in H-4m O-3 or any other visa status) or your domestic and personal possessions. Furthermore, the transportation costs are provided only if the H-1B or O-1 employee is **permanently** returning home and are not provided for vacation purposes or similar temporary travel.

As your employment separation is involuntary, TTUHSC is required to cover the reasonable cost of transportation to your country of origin or last residence. However, should you decide to remain in the USA, we encourage you to contact the local office of the United States Citizenship and Immigration Services ("USCIS") or your immigration attorney as soon as possible to explore the immigration options available to you.

If you choose to permanently depart the United States rather than apply for a new immigration benefit, your department will provide one non-refundable, non-transferable, one-way ticket for return travel to your country of origin or your last country of residence. Please contact ICS within thirty (30) days of receipt of notice to discuss your travel plans so that a reasonably priced ticket may be purchased. ICS can be reached via email at ICS@ttuhsc.edu or by phone at 806-743-3575.

Employee Acknowledgement of Receipt and Certification:

___ I have thoroughly read the information above and understand what it means. I intend to remain in USA and TTUHSC is relieved of the obligation to purchase a one-way ticket for return travel to my country of origin or last residence.

OR

___ I have thoroughly read the information above and understand what it means. I intend to permanently return to my country of origin or last residence and will contact ICS within thirty (30) days to provide the necessary information to purchase a one-way, non-refundable, non-transferable ticket to that country.

Employee Printed Name

Employee Signature

Date