



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

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 of origin or last legal residence. The US employer is not required to pay the transportation costs of dependent family members (in H-4 or O-3 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 IES within 30 days of receipt of this notice to discuss your travel plans so that a reasonably priced ticket may be purchased. IES can be reached via e-mail at IES@ttuhsc.edu or by phone at (806) 743- 2865. Alternatively, we are located on the Lubbock campus in Room 1B116A.

Employee Acknowledgement of Receipt and Certification:

_____ I have thoroughly read the information above and understand what it means. I intend to remain in the 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 IES within thirty (30) days to provide the necessary information to purchase a one-way, non-refundable, non-transferable ticket to that country.

Employee Signature: _____

Employee Printed Name: _____

Date: _____