CHANGE IN STATUS FOR INTERNATIONAL EMPLOYEES IN F-1, J-1 OR H-1B STATUS

In order to meet the requirements of the Department of Homeland Security, this form must accompany all personnel actions that will change the employment of internationals in F, J or H status.

<table>
<thead>
<tr>
<th>Name of Employee:</th>
<th>Empl ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa Type:</td>
<td>☐ F-1 ☐ J-1 ☐ H-1B ☐ Other (specify):</td>
</tr>
<tr>
<td>Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>Job Title:</td>
<td></td>
</tr>
<tr>
<td>Empl Class:</td>
<td></td>
</tr>
<tr>
<td>Current Salary/Stipend:</td>
<td>Date of Hire:</td>
</tr>
</tbody>
</table>

CHANGE(S) REQUESTED

☐ Termination of employment (effective date):

☐ *Change in title. New title: 

☐ *Decrease in salary/stipend. New salary/stipend:

☐ *Increase in salary/stipend. New salary/stipend:

☐ *Change in level of effort (specify current and requested level of effort):

☐ *Change in Empl Class. New Empl Class:

☐ Request to add concurrent job at UMB. Please include Department, job title, emplclass, rate of pay and FTE for new concurrent job:

☐ Request to add concurrent job for another employer (e.g., a professional association, specify):

☐ Change in primary workplace to:

☐ *Change in responsibilities (Note added and deleted duties):

* If the employee is in a staff position for these actions (emplclass 20, 22, 31I, 31T, 33, 34 or 35), an approval form from Human Resource Services must accompany this form.

Department Administrator ___________________________ Date

Please submit to the Office of International Services for additional signature.

Office of International Services ___________________________ Date

Once signed, please return to the Human Resource Service Center.