Print on department letterhead

**Department Acknowledgement of Notification Obligation to ISSS**

**In the Event of a Change and or End of Employment of Foreign National**

**(Applies to E-3, H-1B, O-1 and TN Status)**

We hereby acknowledge that we understand our obligation to **IMMEDIATELY** notify the International Students and Scholars Services (ISSS) of **ANY** changes in the employment conditions (title, duties, salary, location) **OR** end of employment for *(insert name of foreign national).*

We further understand that non-compliance with the notification requirement can lead the U.S. Department of Labor (DOL) to issue severe civil penalties for WVU:

1. Back wage including for failure to pay at the required wage (including benefits)
2. Civil fines of up to $35,000 per violation
3. Debarment of receiving approval of U.S. Citizenship and Immigration Services nonimmigrant petitions and employment-based immigrant petitions for up to a three-year period, and from filing any permanent Labor Certification or Labor Condition Application for the same period; and
4. Other administrative remedies deemed appropriate by the DOL

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Title (Supervisor) Title (SBA/Business Office Representative)

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Date Date