TERMINATION OF EMPLOYMENT PASS FOR INTERNATIONAL STAFF

PROCESS	REMARKS
1 International Staff The international staff submits contract termination letter to the registrar's office to give it to the director.	
2 International Centre The IC director provides instructions to the IC staff.	
3 International Centre IC staff receives the passport and register it into logbook.	
4 International Centre IC staff prepares the termination letter for the international staff member.	
5 International Centre IC staff signs the termination letter and verifies the supporting documents.	
6 International Centre IC staff deliver the passport to the immigration to be processed.	
7 International Centre IC staff makes a copy of the passport and relevant documents for the international staff' s personal file.	
8 International Centre IC staff updates the data in the international staff database.	

COMPLETED