

**This form is to be completed by any F-1 student who is leaving the University permanently, for an entire semester, for or a period of time longer than 5 months.**

Name: \_\_\_\_\_ SEVIS ID # \_\_\_\_\_  
Family Middle First  
 Student ID: \_\_\_\_\_ Permanent Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Please read through the options below and select the situation that applies to you:

**I am taking a leave of absence of more than five months; or**

**I am terminating my program at the University.**

- Your SEVIS record will be terminated with the reason "Authorized Early Withdrawal."
- You have 15 days from your withdrawal date to depart the U.S.
- If you intend to return to STU to resume study, you must contact ISSS for a new I-20 at least three months prior to your intended return by sending an email to [jdebe@stu.edu](mailto:jdebe@stu.edu).
- If you return to the University, you must be a full-time student for one academic year before applying for CPT or OPT.
- You will be required to pay the SEVIS fee again.
- If you return to the University for summer session, you must enroll full-time.

**Date of withdrawal from classes:** \_\_\_\_\_ **Student must depart the U.S. no later than:** \_\_\_\_\_

**Date of departure from the U.S.:** \_\_\_\_\_ **Expected month/year of return (if applicable):** \_\_\_\_\_

**I have completed my academic program and plan to depart the U.S. I am not interested in applying for OPT.**

- Your SEVIS record will change to a status of "Completed."
- You must depart the U.S. within 60 days of your degree completion date.

**Date of completion of degree or exchange program:** \_\_\_\_\_ **Date of departure from the U.S.:** \_\_\_\_\_

**I am transferring to another U.S. institution.**

- Your SEVIS record will be transferred to your new school on the release date that you indicated below.
- The "release date" must be after you have completed all coursework and employment at STU and upon receiving a copy of the acceptance letter to your new school.

**Full name of new school:** \_\_\_\_\_ **City and State:** \_\_\_\_\_

**Transfer release date:** \_\_\_\_\_ **Currently on OPT?** Yes No

I will apply or have applied to change my immigration status to \_\_\_\_\_

- If you are applying for a change of status, the application must be received by USCIS within 60 days of your degree, exchange program, or OPT completion date.

**My change of status has been approved. New status type:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_

- Please provide a copy of the I-797 approval form for our files.

I certify that I have discussed my intended departure with an ISSS adviser and I understand how my departure affects my F-1 SEVIS record and my ability to return to the U.S. in the future. I will notify ISSS immediately if my plans change.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ISSS Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_