If you are taking a leave of absence or withdrawing from the university, you must obtain approval from ISSS before dropping your classes. If you fail to notify our office, your SEVIS record will be terminated, which could have serious consequences if you wish to visit, study or work in the U.S. in the future.

WHEN SHOULD I SUBMIT THIS FORM?
Submit this form to the ISSS at least two weeks prior to dropping your classes. When you are ready, submit the following to ISSS:

- A completed Authorized Early Withdrawal Form (attached)
- A copy of the student’s travel itinerary to verify their scheduled date of departure and return from/to the U.S.

WHAT ELSE SHOULD I DO TO PREPARE FOR MY DEPARTURE?
- Meet with your academic advisor to discuss the academic implications of the leave of absence or withdrawal. This form addresses immigration issues only. There may be academic consequences if your absence is prolonged or untimely.
- Remain registered full-time until your withdrawal is approved.

WHAT HAPPENS AFTER I SUBMIT THIS FORM?
- The SEVIS record of the student and their dependents is terminated. This termination has no negative effect on your SEVIS record. A confirmation email with additional instructions is sent to the student. Students should use this email as a guide for returning.
- The student is no longer eligible for on-campus employment. GA/TAs should consult the Graduate School to understand what impact, if any, this has on their contracts.
- The student should plan to depart the US. F-1 students and their dependents are permitted a 15-day grace period in which to depart the U.S. following. F-2 dependents are not eligible to remain in the U.S. once the student has departed.

WHAT DO I NEED TO DO IN ORDER TO RETURN TO UD?
- Contact your current academic department to determine if you will be able to resume your studies. If necessary, reapply for admission to UD.
- Take care of any outstanding balances in the Office of Student Account. You will not be permitted to return until your account is clear.
- Contact ISSS to inform us about your plans to return. Take special note of these items:
  o You cannot return more than 30 days before the start of the semester.
  o If you have been out of the country for 5 months or more, you must obtain a new I-20, pay the SEVIS fee again, then apply for a new visa. ISSS will issue the new I-20. You will be asked to submit new financial documentation.
  o If you have been out of the country for less than 5 months, you can reenter with your current I-20 but only after it has been “reactivated.” To reactive your I-20, you must notify ISSS 30 days before your intended return date. Email isss@udayton.edu to request reactivation of your I-20.
- After re-entering the U.S., check in with the ISSS office and provide copies of your immigration documents.

Last update: 7/10/2016
PART A: TO BE COMPLETED BY THE STUDENT

Family Name________________________ First Name________________

Student ID_________________________ SEVIS ID: N00 ______________________

U.S. Address

- Street name and number
- City
- State
- Zip Code
- Phone

Why are you leaving?__________________________________________________________

When are you leaving?_____________ Today's date:__________________________

Submit a copy of flight reservation with this form. The travel itinerary should clearly show your name and departure date.

PART B: TO BE COMPLETED BY ACADEMIC DEPARTMENT

This form addresses immigration issues only and should not take the place of any exit procedures specific to the academic department. Federal regulations require international students to notify Int'l Student & Scholar Services (ISSS) before taking a leave of absence or withdrawing. Students are not permitted to drop their classes before obtaining approval from ISSS. As the advisor, you will be notified by email if the student's request is approved.

Are there any academic factors that may have played a part in the student's decision to take a leave of absence/withdrawal?__________________________________________________________

Has the student been made aware of the impact this will have on his/her grades? □ Yes □ No

Name________________________ Title________________

Signature____________________ Date________________

PART C: TO BE COMPLETED BY OFFICE OF STUDENT ACCOUNTS

Does the student's account have a balance? □ Yes □ No

If so, what is the total amount owed?________________________________________

Name________________________ Title________________

Signature____________________ Date________________