

Leave of Absence/Authorized Early Withdrawal Request

Leave of Absence

Students desiring to take a semester off during either the fall or spring semester will need to request a Leave of Absence from International Services. If this is not completed, the student's I-20 will be terminated.

Authorized Early Withdrawal

If a student needs to return home mid-session for a medical or family emergency, they may do so by requesting an Authorized Early Withdrawal.

Name: _____
Family/Last Name First Name

T-Number or SEVIS ID or Date of Birth: _____

Email: _____ Phone Number: _____

Permanent Address (Home Country): _____

Current U.S. Address: _____
Street address City State Zip

I am requesting: Leave of Absence Authorized Early Withdrawal For: _____
Semester Year

Reason for Requesting Leave of Absence or Authorized Early Withdrawal: _____

Departure Date*: _____ Returning Semester: _____

****Student must leave the country within 15 days of the update in SEVIS. Students cannot stay in the United States while on a Leave of Absence or after requesting Authorized Early Withdrawal unless a medical emergency is involved.**

Leave of Absence Requirements:

- Student must be in good academic standing
- Student must be outside the United States during the Leave of Absence
- Undergraduate/Graduate Student must have completed at least one academic year
- IEP students must have received prior approval from the American Language & Culture Center
 - Approval must be attached to this form

Authorized Early Withdrawal Requirements

- Student must be outside of the United States during the withdrawal, unless the emergency is related to medical care that is to be provided in the United States. A licensed medical professional must provide supporting documentation.
- IEP students must have received prior approval from the American Language & Culture Center
 - Approval must be attached to this form

Returning to SUU

- After you have re-entered the United States, you will need to contact International Student & Scholar Services to provide notification of your arrival.

Student Signature

Print Name

Date

Office Use: Supporting Documents Received: Yes No

Student has Withdrawn from SUU: Yes No Balance: _____

Initials of DSO: _____

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Frequently Asked Questions

Why am I required to submit a Leave of Absence request?

- Each semester SEVIS requires the registering of new and returning students. This is done based on SUU registration records. If a student is not registered for the current semester, then they will not be registered, and this will lead to the cancellation of the I-20. Notification must be given in order to prevent cancellation of the I-20.

Can I stay in the United States while taking a Leave of Absence/Authorized Early Withdrawal?

- No, while on a Leave of Absence/Authorized Early Withdrawal you are required to leave the United States. Exceptions are allowed for medical emergencies, which require treatment to be done in the United States. To be allowed this exception, proof of treatment will need to be provided.

What do I need to do if my Leave of Absence exceeds 5 months? Or I'm planning on taking off spring semester and not come back until fall semester, what do I need to do?

- Obtain a new I-20 (This must have a new SEVIS number), which requires the following:
 - Submit new financial support information to SUU's Admission Office
 - Provide SUU with an accurate mailing address where the I-20 will be mailed
 - Pay the SEVIS I-901 Fee, for information visit: <http://www.fmjfee.com>
 - Contact the US Consulate in your area to find out if you will need a new F-1 visa.
- If a new I-20 is issued, you will not be eligible for CPT or OPT until a year has passed from the start date listed on your new I-20.

What happens to my SEVIS record when I request a Leave of Absence/Authorized Early Withdrawal?

- When ISSS has been notified of a Leave of Absence/Authorized Early Withdrawal, your SEVIS record will be terminated as an "Authorized Early Withdrawal." This will not permanently affect your SEVIS record. Thirty days before the next session start date, your SEVIS record will be reactivated and you will be put back in Active status.

What do I need to do when I re-enter the United States?

- You will need to check-in with ISSS providing your new immigration documents (I-94, I-20, visa, and passport.)

Can I re-enter the United States earlier than 30 days before the next session start date?

- No. Your return flight must be within the 30 days immediately preceding the next session start date.

What if I left for a medical/family emergency and it resolved earlier than planned. Can I return to the United States before the re-entry date listed above?

- Yes, only if notice is given to ISSS 30 days before the planned re-entry date. If re-entry is planned for less than 30 days, you will need to wait until the previously planned re-entry date.

What happens to my grades when I leave mid-semester?

- Undergraduate/Graduate Students will receive all "w's" for their courses. "W's" do not negatively impact your GPA.
- IEP students will need to contact the ALCC department to learn more about how their absences will affect their grades.