

Authorized Early Withdrawal Request Form

Please Complete the Following Information:

Student Name: _____ Birthday: _____
SID 885- _____ SEVIS ID: _____
Local Address: _____ City, Zip, Code: _____
Email Address: _____ Phone: _____
Program of Study: _____ Today's Date: _____

Date you want your SEVIS record to be terminated: _____

If you will not be registered for an upcoming quarter due to personal reasons and you need to leave the U.S., your SEVIS record cannot remain in an active status. In order for your SEVIS record to be appropriately updated, you must apply for an Authorized Early Withdrawal. A student in F-1 status who has been granted an Authorized Early Withdrawal by this office may remain in the United States for no more than 15 days following the withdrawal date noted in SEVIS. If you do not depart within 15 days of the authorization, we will not be able to re-activate your SEVIS record. Applying for an authorized early withdrawal involves the termination of your SEVIS record by this office. After the record is terminated, if you return to the U.S. within five months of departing the U.S., we will be able to reactivate your SEVIS record, and there will be no break in your SEVIS program.

I will not be enrolled for the upcoming _____ quarter in 20 _____ due to:

- _____ Personal Reasons
- _____ Family Emergency
- _____ Leave of Absence

I understand that, consistent with USCIS regulations, if this request is authorized, my SEVIS record will be terminated and that I am expected to depart the U.S. within 15 days of being notified that the Authorized Early Withdrawal request is approved. It has also been explained to me that if I intend to re-enter the United States to resume full-time studies at LWTech, I will have to contact the International Office at least two months before my anticipated date of re-entry. If I have been outside of the U.S. for fewer than five months, IP staff will request that my current SEVIS record be re-activated. If I have been outside of the U.S. for more than five months, I must submit an email indicating the quarter I wish to return, along with an updated financial guarantee. A new Form I-20 will be issued, and I will be required to pay a new SEVIS fee. Further, I may need to apply for a new F-1 visa to re-enter the U.S.

Student Certification: _____

Office Use Only

Approved By _____ with a SEVIS close date of _____
SEVIS Updated On _____ By _____ IO Database Updated On _____ By _____