



# International Affairs

## Authorized Early Withdrawal Request Form

Name (Last, First): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Missouri S&T Email: \_\_\_\_\_

Personal Email: \_\_\_\_\_

An **Authorized Early Withdrawal** is a leave of absence from the U.S. that an F-1 student may take during their program of study for family or personal reasons. To qualify, students must be leaving the U.S.; the student may not remain inside the country. This form must be completed in the event that a student will be withdrawing from classes mid-semester and leaving the U.S., or in the case of a student who will not be continuing their program of study at Missouri S&T during the next academic semester.

Your SEVIS record will be terminated for the positive reason, **Authorized Early Withdrawal**, based on the information you provide below. Students are expected to depart the U.S. within 15 days of being notified of the approval of this request. **Students that remain in the U.S. beyond this 15-day period are considered in violation of their F-1 status**

Before submitting this form to International Affairs, you should:

- Notify your academic advisor of your plans to withdraw, especially if you have an assistantship.
- Submit a Request to Withdraw From School Form to the Registrar's Office if you are enrolled in classes.

Please select the option that applies to you:

I have decided not to continue my program at Missouri &T effective immediately.

I am not enrolled in classes for the current/upcoming semester.

I am enrolled in classes for the current/upcoming semester.

*If you are enrolled, please attach a copy of your **Request to Withdraw From School Form** from the Registrar's Office.*

I intend to complete the current term at Missouri S&T but will not return for the next semester.

List last date you will be attending classes: \_\_\_\_\_ Are you a Sponsored Student? Yes No

Please select the reason for your request:

Family Emergency

Financial Issues

Personal

Academic

COVID-19

Other

Please provide a brief explanation of the reason for your request.

My departure date: \_\_\_\_\_

My return date (if known): \_\_\_\_\_

If you plan to return to Missouri S&T to continue your studies, you will need to notify International Affairs.

- If you are able to **return and resume your studies within 5 months**, a request to reactivate your SEVIS record may be submitted to SEVP. This request can be submitted up to 60 days before the next session start date.
- If you are **not able to return within 5 months**, a new I-20 will be issued with a new SEVIS ID number. After you receive the new I-20, you will have to pay the SEVIS I-901 fee again and request a new F-1 Visa.

By submitting this form, I certify that the information provided is true and accurate and that I will inform the Office of International Affairs immediately if my plans change. I understand:

- My SEVIS record will be terminated based on the information provided above.
- I have a 15-day grace period to leave the country.
- I cannot work on-campus after my program withdrawal.
- If I have already enrolled for the upcoming academic semester, it is my responsibility to withdraw before established withdrawal deadlines and that I am financially obligated to pay for any courses (and subsequent fees) not dropped during the 100% refund period as designated by the Registrars Office and Cashiers Office.

Signature \_\_\_\_\_

Date \_\_\_\_\_