



Leave of Absence/Withdrawal for F-1 Students

Applying for a Leave of Absence or Withdrawal before the term begins:

- Complete the **Leave of Absence/Withdrawal form**
- Schedule an appointment with CIS and bring this form for signature **by the last day to add classes for the current semester.**
- Pay all outstanding balances due to SCSU.
- Depart the United States within 15 days from the time this form is submitted (itinerary/proof of intended departure required).

Applying for a Leave of Absence or Withdrawal in the middle of the term:

- Complete the **Leave of Absence/ Withdrawal form**
- Schedule an appointment with CIS and bring this form for signature
- Once approved from CIS, withdraw from all of your classes at SCSU (Records and Registration will assist you with this).
 - Note: If you are past the last day to withdraw from a class, you will need to obtain the form "Request for Late Withdrawal" from Records & Registration (also available online) and get the required approvals as listed on the form.
- Pay all outstanding balances due to SCSU.
- Depart the United States within 15 days of withdrawing from your classes (itinerary/proof of intended departure required).

Re-entry after Leave of Absence:

- If your absence from the United States has been **less than 5 months**, you may enter with your current I-20 and a valid travel signature. You should notify CIS in advance of your return to verify your SEVIS record and status.
- If your absence from the United States will **exceed 5 months**, you will need to contact International Admissions in CIS at least 2 months prior to your return to request a new I-20 for re-entry. You will need to mail original financial documents to cover 1 academic year to CIS in order to have the new I-20 issued. You may re-enter the US up to 30 days prior to the program start date printed on your new I-20. **Note:** Department of State advises students to apply for a new visa at a US Consulate or Embassy before re-entry if returning from a leave of greater than five months with initial attendance I-20s.
- All international students returning from a leave:** You **MUST** check-in with CIS after returning from a period of absence. Please bring your I-20, passport and I-94 card so that we can check the dates of your absence and update your SEVIS record.

Last Name _____ First Name _____

SCSU ID# _____ SEVIS ID# _____

Telephone _____ E-mail _____

Major _____

Undergraduate Student _____ Graduate Student _____

Date of departure _____

_____ **Complete Withdrawal from SCSU (Do not plan on returning to SCSU to study)**

_____ **Leave of Absence (Out of U.S. less than 5 months)**

_____ **Leave of Absence (Out of U.S. more than 5 months)**

Student Signature

Date

International Advisor Signature*

Date

*To Records & Registration/Academic Affairs: International Advisor Signature indicates permission to withdraw from all courses.