



Leave of Absence/Withdrawal for F-1 Students

Applying for a Leave of Absence/Withdrawal:

- Complete the Leave of Absence/Withdrawal form. Schedule an appointment with CIS and bring this form.
- Pay all outstanding balances due to SCSU.
- Once approved by CIS, withdraw from all classes at SCSU (Records & Registration will assist you with this)
 - If applying for a Leave of Absence/Withdrawal at the beginning of the semester, bring this form to CIS **by the last day to drop classes for the current semester.**
 - If you have passed the deadline for withdrawing from classes, you must get permission using the "[Request for Late Withdrawal](#)" form through the Office of Academic Affairs.
- You must depart the U.S. within 15 days of submitting this form (itinerary/proof of intended departure required).

Reminders:

- If you are not enrolled in classes, your HuskyNet email account may be deactivated by the 10th day of the semester.
- You are not required to maintain SCSU health insurance if you are out of the country for the entire semester and your SEVIS record is inactive. However, if you do not maintain insurance and a break in coverage occurs, you must wait one year or longer to receive benefits for any pre-existing condition.

Re-entry after Leave of Absence:

- If your absence from the U.S. is **less than 5 months**, you must notify CIS at least 30 days prior to your return. Your SEVIS record must be re-activated before you may re-enter the U.S.
- If your absence from the U.S. will **exceed 5 months**, you must notify CIS at least 3 months prior to your return and submit a [Returning Student Same Level](#) form and original financial documents to cover one academic year. You may re-enter the U.S. up to 30 days prior to the program start date 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 an initial attendance I-20, even if the current visa appears active. You must also pay a new SEVIS fee.
- All international students returning from a leave of absence: You must check-in with CIS after returning.** Bring I-20, passport and I-94 card so we can update your SEVIS record.

Last Name _____ First Name _____

SCSU ID# _____ SEVIS ID# _____

Major _____ Degree Level _____

SCSU E-mail _____ Alternate Email _____

Date of departure _____

I am applying for:

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

_____ **Leave of Absence/Withdrawal (out of U.S. more than 5 months)**

Student Signature _____ Date _____

International Student Advisor Signature* _____ Date _____

**To Records & Registration/Academic Affairs: signature indicates immigration permission to withdraw from all courses.*