

FORM INFORMATION

This is the immigration form required for F-1 international students seeking a leave of absence or an early withdrawal. **It is very important that you understand that applying for an authorized early withdrawal involves the termination of your SEVIS record.** If you return to resume your classes in the U.S. within five months of your last semester/session of attending classes, we will be able to reactivate your SEVIS record and there will be no break in your SEVIS program.

If you return to the U.S. after your gap in classes is over 5 months, you will need to:

- Request the International Office re-activate your SEVIS record - submitted 60 days before you plan to re-enter.
- Receive a new I-20 (receive a new SEVIS ID number).
- Pay the SEVIS fee for the new SEVIS ID number.
- Ensure that your F-1 visa is valid; if it is not, you must apply to renew your visa.
- Be in F-1 status for an academic year before being eligible for most types of off-campus employment.

An F-1 student who has been granted an Authorized Early Withdrawal by the International Office may remain in the United States for up to **15 days** before they must depart. **If you do not depart within 15 days of the authorization, we will not be able to re-activate your SEVIS record when you return.**

STUDENT INFORMATION AND ACKNOWLEDGMENT

NAME: _____ KU ID: _____

SELECT ONE: ☐ I AM REQUESTING A LEAVE OF ABSENCE ☐ I AM WITHDRAWING FROM KUTZTOWN UNIVERSITY

I AM REQUESTING A LEAVE OF ABSENCE FOR: ☐ FALL ☐ SPRING YEAR: _____

LAST DATE OF ATTENDANCE: _____ DATE OF DEPARTURE FROM THE US: _____

EXPECTED SEMESTER OF RETURN (If Applicable): ☐ FALL ☐ SPRING YEAR: _____

EXPECTED RE-ENTRY DATE (If Applicable): _____

STUDENT'S REASONS FOR LEAVE: Choose One Below

☐ Complete withdrawal from Kutztown University.

Reason for Withdrawal: (Explain) _____

☐ Leave of Absence: Medical Reason

☐ Leave of Absence (Of out US less than 5 months)

☐ Leave of Absence (Of out US more than 5 months)

☐ Study Abroad participation

☐ Other: (Explain) _____

NOTE: Click next to each item below to confirm you understand the implications of requesting Early Withdrawal:

☐ I am aware that my SEVIS record will be terminated due to my request for Authorized Early Withdrawal.

☐ I understand that my current Form I-20 will no longer be valid for entry in the US.

☐ I understand that if I return on a new INITIAL Form I-20, I will only be able to apply for most types of off-campus employment, after I have been enrolled full-time for two (2) academic semesters.

☐ I am aware that I must complete a Withdrawal or Leave of Absence Form with the Registrar's Office.

STUDENT SIGNATURE & DATE: _____