



## Early Authorized Withdrawal Form

This section should be completed by the student

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Reasons behind the Withdrawal/ Leave of Absence: \_\_\_\_\_

Date the Leave of Absence was approved by the school: \_\_\_\_\_

Date of departure from the US: \_\_\_\_\_

### Requirements of International Students on an F-1 visa who intend to take a Leave of Absence or Withdraw

- All students who want to withdraw from their courses shall meet with the International Center Advisor before withdrawal to discuss the impact of the leave on their F-1 status.
- For Undergraduate students, more information and steps related to Leave of Absence can be found [here](#).
- For Graduate and/or Undergraduate students on Glassboro Campus, please refer to [ALL – ENROLLMENT WITHDRAWAL form](#).
- For GSBS students, please refer to GSBS policy about [Leave Of Absence](#).
- For SOM Students, Please refer to [SOM Student Handbook](#). You should talk to the Assistant dean for Student Affairs. The Leave Of Absence request will be discussed and studied by a committee.
- After the Leave of Absence or withdrawal date is officially approved by Rowan, the international student should send a copy of the Leave of Absence to the International Center Advisor.
- An International Student Advisor has the authority to permit authorized early withdrawals to F-status non-immigrant students in extenuating circumstances. This includes a temporary absence or withdrawal from school due to a family emergency, personal matter or another circumstance that calls for the student to leave the United States prior to their program’s completion.
- If an International advisor grants an F-1 student an [authorized early withdrawal](#) or a permitted temporary absence from their course of study, they are **permitted a 15-day grace period** to depart the United States. Once granted, the advisor changes the student’s status in (SEVIS) to reflect, “Terminated for Authorized Early Withdrawal.”
- **F-1 students** who are granted an authorized early withdrawal, but do not depart the country within the 15-day grace period, are in violation of their student visa status. This could have negative implications on their ability to reenter the United States and apply for another visa. However, if an F student withdraws or leaves the academic program without first receiving approval for an authorized early withdrawal, they will not be granted the 15-day grace period and will lose their status immediately upon leaving the academic program. As a result, the International Advisor will need to update SEVIS to reflect, “[Terminated for Unauthorized Early Withdrawal.](#)” This could impede the student’s ability to reenter the country.

## Returning After a Leave of Absence

- If the student wishes to return to the United States to study, the student must contact the International Center to receive an updated Form I-20. Depending on how long the student was outside of the United States or out of status, some F-1 students may need to repay the I-901 SEVIS fee and obtain a new SEVIS ID.
- The student needs to contact the Registrar, Admissions and your department to start the readmission or reenrollment process.
- The current form I-20 will no longer be valid as of the termination date and cannot be used for future travel to the U.S.
- If the current F-1 visa is still valid, the student may be able to use it to enter the U.S. to resume his/her program. The Study in the States website provides the information regarding students returning from leave of absence and the current visa validity. However, the student needs to make sure to double check this information with the U.S. Embassy in your home country and the U.S. Customs and Border Protection.
- If the student plans to travel to the U.S. after leaving Rowan and prior to readmission to Rowan, he/she may not use the current I-20 nor current visa stamp; rather, the student must enter the U.S. with a tourist visa. Please begin the process of obtaining a new I-20 for readmission at least 3 months in advance of your return to Rowan
- If the student will be able to resume his or her studies in less than 5 months [which is considered a "temporary absence" under [8 CFR 214.2\(f\)\(4\)](#)], the International Advisor will submit a *Correction to Student Status* request through SEVIS to reactivate the student's record, so that the student can return to the United States (provided his or her F-1 visa is still valid) on a new I-20 issued from the same SEVIS record and SEVIS ID. This request can be made up to 60 days before the student's next session start date in SEVIS.
- If the student will not be able to resume his or her studies in 5 months, a new I-20 will be issued by the International Student Advisor with a new SEVIS ID Number
- **IMPORTANT:** Please note that taking a Leave of Absence may have an impact on your eligibility to apply for OPT upon your return. Please make sure that you discuss your situation with your international student advisor.

**I have read and understood all the information and rules provided to me regarding the Leave of Absence and its implication on my F-1 status.**

Student Signature:

Date:

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