



## Early Departure & Temporary Absence Request Form

**Before submitting an Early Departure & Temporary Absence Request Form, you must comply with the requirements outlined below. Please place a check mark next to each item that applies, and submit the Form to ISSS once complete and signed. ISSS will take appropriate action in SEVIS and terminate your record “Authorized Early Withdrawal.”**

I met with or notified my academic department/advisor via email about my early departure, and have taken all necessary steps to return to Stevens by if my absence is only temporary.

I notified the Office of the Registrar (Howe Center, 10<sup>th</sup> Floor) of my departure, and I have withdrawn from all classes for the term by filing the necessary forms with the Office of the Registrar. I understand that if I fail to withdraw from all my classes, I will be responsible to pay the tuition and fees for the semester.

I notified Undergraduate or Graduate Student affairs and Residential Life (if living in Stevens housing) about my departure/leave from Stevens either in person or via email, and have received an acknowledgement from them.

As required by immigration regulations, I have or will terminate all employment, including CPT, OPT, and on-campus employment when I withdraw from enrollment at Stevens or when my SEVIS record is terminated, whichever comes first.

### PERSONAL INFORMATION

Family Name:	Given Name:
Stevens ID:	SEVIS ID:
E-mail:	Phone Number:
U.S. Address:	
Foreign Address:	
Date of Departure:	
Return to U.S. (circle one):    Unknown    I will not return    Fall Semester 20__    Spring Semester 20__	

## **STUDENT ACKNOWLEDGEMENT TO MAINTAIN IMMIGRATION STATUS**

By signing below, I acknowledge that I understand the requirements to maintain my immigration status and the steps required for my return to Stevens after a temporary absence.

I must depart the U.S. within fifteen (15) days of my termination in SEVIS. My ISSS Advisor will be in communication with me about my termination in SEVIS. If I have dependents, they will leave the U.S. upon my departure as required by regulations.

If I visit the U.S. during my Leave of Absence, I will enter under a different visa type such as a visitor visa (B1-B2 or visa waiver if applicable).

It is my responsibility to contact ISSS, Undergraduate/Graduate Student Affairs before my intended return to Stevens and complete all necessary forms and documentation for my return.

It is my responsibility to contact ISSS at least 60 days before my intended return and complete and submit all necessary documents to reactivate my SEVIS record and to be issued a new I-20, if necessary.

I have consulted an ISSS advisor and understand that my eligibility for Optional Practical Training (OPT) and/or Curricular Practical Training (CPT) may be impacted by my Leave of Absence.

Upon my return to Stevens, I will enroll in a full course of study for the next available term (fall, spring, summer semester I and II).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_