



Student Name: _____
(Surname/s or Primary Name) (Given Names)

Student ID #: _____ SEVIS ID #: N _____ Birth Date: ____/____/____
Month Day Year

Non-UW Email: _____ Phone Number: _____
(Please put an email that you will use in your home country)

F-1 LEAVE OF ABSENCE REQUEST FORM

Important Advice:

- 1) Before completing this form, email or call the ISS front desk to make an appointment to talk to an ISS advisor. Make sure you clearly understand the information on this form. Future travel to the U.S. and U.S. visa applications can be difficult if you make a mistake in the leave of absence process.
- 2) Government regulations require F-1 students to notify the ISS office if they will take time off or withdraw from their studies before graduating. Both students who plan to return later to complete their studies at UW and students who plan **not** to return need to complete this process.
- 3) If a doctor is advising that you must take time off or withdraw from your studies for health/medical treatment reasons, contact your primary ISS advisor for advice. This form (Leave of Absence) may not be the correct form for your situation.

I understand:

- This form **only** affects my immigration status. I need to contact my academic department or faculty advisor with questions about my academic status. I need to contact other UW offices regarding their policies about on-leave/time off/withdrawals/leave of absences/early departures, and complete any necessary applications or required steps.
- My UW-sponsored SEVIS record (I-20 form) will be terminated, ending my F-1 status. The termination type is "authorized early withdrawal." Termination means my I-20 will no longer be valid, and I must leave the U.S.
- I must physically leave the U.S. within **15 days** of the SEVIS termination date. This deadline is enforced by the U.S. government; students who do not depart on time may be directly contacted by Immigrations and Customs Enforcement (ICE).
- I must stop participating in any F-1 work programs (examples: CPT, on-campus employment, OPT). My last day of participating in any currently authorized F-1 work program must be the **earlier of the following two dates**:
 - A) the date I withdraw from enrollment at UW
 - B) the date my SEVIS record is terminated
- I cannot use my current I-20 to reenter the U.S. unless it is reactivated. If, during my time off, I wish to visit the U.S., I will need to enter under a different visa type (such as B-2 visitor or visa-waiver).

Planned final date of attendance at UW: _____

U.S. departure date: _____

I have read the above information, and have stated my last date of attendance at UW. I understand what actions ISS will take in my SEVIS record regarding my withdrawal. I am responsible for any academic, financial, or immigration consequences of my withdrawal.

Student signature: _____ Date: _____