



Request for Withdrawal or Absence from U.S.

A. To be completed by student

- 1. DU Student ID #:
2. Visa Type:
3. Family (Last) Name:
4. Given (First) Name:
5. Do you have any F-2/J-2 dependents with you?
Dependents cannot remain in the U.S. if your absence from the U.S. will exceed 5 months.

Contact information while you are absent:

- 6. Fax or Phone number:
7. E-mail address:

- 8. Educational Level:
Freshman Sophomore Junior Senior Masters Doctorate LLM JD Certificate: what type?

- 9. Primary Major:
10. Secondary Major:

- 11. Withdrawing for: Fall Winter Spring Summer Year:

You must drop all registration for any future terms that you are not going to attend before your departure.

- 12. Reason:

- 13. Have you informed your academic advisor(s) and your current professors of your withdrawal?
Fill out and attach the stop-out/withdrawal form (from Academic Advising for undergraduate students and from the Registrar's office for graduate students).

- 14. Are you currently working?
Yes: If yes, date you plan to terminate your employment:
You must stop any employment authorized with DU as of the date of your withdrawal.

- 15. When do you expect to leave the U.S.? (mm/dd/yy):
If you are currently taking or have just taken a vacation term, please write a letter indicating when the change in your intent to register for the next academic term occurred and submit it to the ISSS advisor.

- 16. Are passport, visa, and I-20/DS-2019 travel signature valid for re-entry within 5 months of absence?
If no, discuss how to renew your documents with ISSS advisor.

- 17. Please check one of the following:

I intend to return as a full-time student to DU in less than 5 months of leaving the U.S.

Approximate date of return (mm/dd/yy):

(A temporary absence from the U.S. of less than 5 months requires a valid passport, visa & travel signature for re-entry.)

I intend to return as a full-time student to DU after more than 5 months of leaving the U.S.

(An absence of more than 5 months from the U.S. requires a valid passport, visa, and new I-20/DS-2019 for re-entry.

Fill out and send us a Document Request Form at least 2 months in advance of your return.)

I am leaving the U.S. and do not intend to return to DU or any other U.S. institution in the same status within 5 months of my departure. Upon confirming my departure from the U.S., I authorize DU to terminate my SEVIS record for authorized early withdrawal.

(An authorized early withdrawal will necessitate a new immigration document if you decide to return to the U.S.)

DISCUSS THE FOLLOWING TOPICS WITH AN ISSS ADVISOR

15-Day Grace Period

Please remember that you have only 15 days from the ISSS advisor's signature date on this page to depart from the U.S. This grace period CANNOT be extended.

Submitting Proof of Departure Date

Once you have departed, remember to fax us at 303-871-4910 a copy of your boarding pass for the international flight and the arrival stamp into another country to prove your departure from the U.S.

Requirement to Enroll Full-Time If Returning in First Four Weeks of an Academic Term

If you return to the U.S. within the first four weeks of an academic term, you will be required to enroll full-time. Please be sure to arrange for full-time enrollment if you re-enter within the first four weeks of any term, including summer, or arrange for re-entry after the first four weeks of a term. Please remember that the reason for your re-entry at any time as an F-1 or J-1 student must be to pursue academic activities!

Requirement for Full-Time Enrollment in Subsequent Summer after Temporary Absence

If you are absent less than 5 months from the U.S., you will be required to enroll as a full-time student in the next Summer Session following your return. Please remember to enroll for full-time classes within the first four weeks of Summer Session.

Effect of Absence on Off-Campus Work Eligibility

Depending on when you started your studies at DU and how long you stay outside the U.S., your absence may affect your eligibility for off-campus work authorization benefits such as Curricular or Optional Practical Training. Discuss the consequences of being absent from the U.S., especially for more than 5 months with the ISSS advisor.

Procedures for Obtaining a New I-20/DS-2019 If Absence Is for More than 5 Months

If you are absent from the U.S. more than 5 months, your current SEVIS record will be terminated. This will necessitate a new I-20/DS-2019 for your return. Discuss obtaining proof of funds, full-time registration for next term, authorization for mailing or pickup by third party, and payment of the SEVIS fee.

Reporting to ISSS after Re-Entry and Submitting Copies of New Immigration Documents

Please report to ISSS as soon as possible after re-entry and submit copies of new immigration documents, at the very least the I-94. This is particularly important in order to avoid termination in SEVIS if you are returning relative close to the 5 month absence period. There will be a registration hold on your student account starting the first day of classes of the academic term for which you return.

I have reviewed the information I have given on this form and discussed the above topics with an ISSS advisor. I understand the implications of withdrawing from DU, and will comply with the requirements outlined above.

Student Signature: _____ **Date (mm/dd/yy):** ____/____/____

B. To be completed by the ISSS advisor

18. Is student in status? (Review SHATERM.) ___ Yes ___ No: If no, discuss procedures for new I-20.

19. Does the student have any holds? ___ No ___ Yes: **If yes, hold must be cleared before withdrawal is processed.**

As a Designated School Official, I hereby approve him/her to withdraw from the University of Denver. If the above named student is on an I-20 issued by the University of Denver, he/she is given 15 days to depart from the U.S.

ISSS Advisor Signature: _____ **Date (mm/dd/yy):** ____/____/____

___ Change session dates and indicate absence in remarks in SEVIS.

___ Indicate absence in Access with alert. If temporary absence, do not take alert off until full-time registration for summer term has been confirmed.

___ Hold in SOAHOLD to start first day of classes for expected returning term or 5 months out from expected departure date. Take hold off only after submission of re-entry I-94.

___ Notify SEVIS Coordinator and International Student Advisor