



## **F-1 Authorized Early Withdrawal Guidelines**

Prior to submitting this form, please be sure to speak with the International Affairs Department and the Student Services Department if you are interested in applying for an Authorized Early Withdrawal.

According to [Study in the States](#), F-1 status nonimmigrant students can request for a temporary absence or withdrawal from school due extenuating circumstances such as a family emergency, personal matter or another circumstance that calls for the student to leave the United States prior to their program's completion. Upon approval for a temporary absence or withdrawal from school, the DSO will grant an F-1 student an "[Authorized Early Withdrawal](#)" or a permitted temporary absence from their course of study. The DSO will change the student's I-20 status in SEVIS to 'Terminated' for 'Authorized Early Withdrawal' and student will be permitted a 15-day grace period to depart the United States.

However, please be advised that an F-1 status is based on an international student's full-time enrollment. If any of the following reasons apply, then you will need to submit a request for an 'Authorized Early Withdrawal':

### **Program Withdrawal, Temporary Absence, and/or Long International Travel**

If you are planning to withdraw from the program or will be traveling internationally for an extended period of time due to an emergency (more than the allowed period for international travel), your I-20 record will need to be terminated under 'Authorized Early Withdrawal.' In addition, if you are only leaving temporarily, you will need to take a 'Leave of Absence' from your program at Westcliff University.

### **Switching to Online Campus**

If you plan to continue to study online abroad or and have other means of legally staying in the U.S., you have the option to switch to online courses and take an 'Authorized Early Withdrawal.' Please be sure to complete the 'Change in Program Location' Request Form and 'Change of Status' Form (if applicable).

### **Joining the Military**

If you will be joining the U.S. military or Military Accessions Vital to the National Interest (MAVNI) program, please be sure to communicate with the International Affairs Department in order to coordinate when you will be leaving for basic training.

### **Implications of Authorized Early Withdrawal Termination**

Upon termination of your SEVIS I-20 record, please note that all F-1 benefits including internship/employment (such as CPT, on-campus employment) will NOT be in effect. Additionally, when approved for an 'Authorized Early Withdrawal', the SEVIS records of your F-2 dependents will also be terminated which means that your F-2 dependents will not be able to remain in the U.S. as long as your I-20 record is in 'terminated' status.

## **SEVIS Termination Process**

Once you submit your ‘Authorized Early Withdrawal’ ([intlservices@westcliff.edu](mailto:intlservices@westcliff.edu)), the International Affairs Department will process the Authorized Early Withdrawal and Student Services will process any changes to your student record. Please allow 7-10 business days to process your documents. You will receive a confirmation email through your Westcliff email address confirming that your SEVIS I-20 record has been terminated under ‘Authorized Early Withdrawal.’ Please note that you will have 15 days to leave the United States from your termination date.

Your ‘Authorized Early Withdrawal’ request **will not be effective** until the university reviews and approves your request. Please make sure you are fully aware of the steps that you need to take in order to prevent any negative impact on your SEVIS I-20 record.

### **Before Your Departure from the U.S.**

*(Applicable Only to Temporary Absence, and/or Long International Travel Requests)*

We recommend that you receive a travel signature on your most updated I-20. You will need that I-20 with travel signature in order to come back to the US. Please submit the following documents:

- Copy of your valid passport
- Copy of your valid visa
- Copy of your flight schedule
- Your most recent I-20 (original copy only)

However, if you are not able to come to campus to receive a travel signature on your I-20, we will need to send you an updated I-20 with a new travel signature to your location overseas. You can either email us a shipping label or you can purchase a shipping label through eShip Global.

### **Returning Back to the U.S. & SEVIS I-20 Reactivation Within 5 Months**

One month before your intended return back to the US, you must complete the “SEVIS I-20 Reactivation Form” and submit the form along with other supporting documents (including your return flight itinerary) to [intlservices@westcliff.edu](mailto:intlservices@westcliff.edu). The approval of the I-20 reactivation will be at SEVP’s discretion. Please note that SEVIS I-20 reactivation will only be possible if you are returning to the US within 5 months from your termination date.

### **Returning Back to the U.S. & SEVIS I-20 Reactivation Past 5 Months**

If you are returning back to the U.S. past 5 months, the option to reactivate your SEVIS I-20 record will not be possible. In this case, you will need to apply for a new I-20 with a new SEVIS number.

### **Billing Information**

Before the full termination process completes, please speak with the Billing Department ([billing@westcliff.edu](mailto:billing@westcliff.edu)) to check if you have any pending balances or refunds that will need to be settled before your departure. Please note that transcripts will not be released until pending balances are completed. Please see the Westcliff University Tuition Refund policy for additional information related to the return of tuition paid.



## F-1 Authorized Early Withdrawal Form

Please complete the following form and submit it to [intlservices@westcliff.edu](mailto:intlservices@westcliff.edu) and your Student Services Advisor. Please allow 7-10 days for processing. In order to avoid negative impacts to your F-1 record, please **continue to maintain your status** until the process has been completed.

Last Name _____ First Name _____ Middle Name _____
SEVIS No# _____ Student ID# _____ Program: _____
Address: _____ Phone Number: _____

### SEVIS Termination Dates

<b>Requested Leave Date</b>	Session: _____ Year: _____ Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
	Exact Date of U.S. Departure (MM/DD/YY): _____
<b>Request Return Date</b>	Session: _____ Year: _____ Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer
<i>*Only if you are returning within 5 months</i>	Exact Date of U.S. Arrival (MM/DD/YY): _____

**Please provide a brief explanation for the AEW Request:**

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### Westcliff Student Record

**I am requesting (Check the option that applies):**

- Program Withdrawal
  An Academic Leave of Absence  
 Change of Program Location to Online
  Change of Status

**As part of my program withdrawal, I would like to be withdrawn from the following courses:**

Course Code	Course Name	Location	Semester

I understand the requirements, regulations, and university policies regarding my Authorized Early Withdrawal and other school affairs. I acknowledge that I am responsible for the information provided above. My 'Authorized Early Withdrawal' is not effective until I receive notice from the appropriate departments at Westcliff University.

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