Leave of Absence or Withdrawal

General Information

While in the United States, students in F-1 or J-1 non-immigrant status must be continuously enrolled full time during the academic year until the completion of their program of study. If you take a leave of absence, withdraw voluntarily, or are required to withdraw from Cal Poly Humboldt , you must leave the United States, timely transfer to another F-1 or J-1 program, or obtain a change of nonimmigrant status.
If you voluntarily withdraw *and* ***receive authorization*** by your immigration advisor in advance, you are given 15 days to depart the US, transfer to another school or change your non-immigrant status. If you are academically disqualified or required to withdraw, or you do not receive prior authorization from your immigration advisor in advance, you have no grace period and are required to leave the United States immediately.

Exception: If you are on a medical reduced course-load (RCL) of zero units you may remain in the U.S. during your treatment and approved RCL period of zero units.

Study or Research Abroad: If you are abroad for registered research related to your academic program or you are on an institutionally approved study abroad program your SEVIS record will be maintained, and this is not considered a withdrawal or leave of absence for immigration purposes.

Process

1. Inform your academic advisor and/or department and the Office of the Registrar of your plans to take an educational leave of absence.
2. Notify your immigration advisor of your intent to take a leave. This form is considered your official notification.
   F-1 STUDENTS: You are required to leave the U.S. 15 days after notification of your intent to leave.
   STUDENTS: You are required to leave the U.S. 10 days after notification of your intent to leave.
3. Complete this form and attach appropriate supporting documentation.
4. Return this completed form to your immigration advisor and they will review and notify you of your authorized leave in SEVIS.
5. **Notify us in advance of your plans to return to the U.S. to resume study at Cal Poly Humboldt. You must notify us 60 days prior to your expected return. This is your responsibility.**
6. Remember to always get authorization from your immigration advisor before withdrawing from classes or your SEVIS records will be terminated because of "unauthorized withdrawal". If your immigration advisor is notified properly your records will be terminated because of an "authorized early withdrawal" which is better for your immigration status.
7. Once approved by your immigration advisor, withdraw from all classes. If you do not withdraw from all your classes, you may be charged tuition and fees even if you do not attend. A refund may not be possible if you withdraw after certain deadlines.
8. Pay all outstanding bills (phone, utilities, housing, & registration fees) at Cal Poly Humboldt, or you will not be able to obtain official transcripts from the Office of the Registrar.
9. Update your address with your immigration advisor and on your Student Center so that important documents can be sent directly to your new address.
10. For Degree Seeking Students Only: In addition to the above, you must complete the University withdrawal process. For instruction and information on this process, please visit this website.

Notes

Please Note: **Withdrawing from school before finishing your program may make it difficult for you to return to the U.S. at a later date, especially if you withdraw improperly without notifying your immigration advisor prior to the withdrawal, or you try to return to the U.S. without notifying your immigration advisor first.**

Visits to U.S. during a leave of absence: If you wish to make short-term, temporary visits to the U.S. during the period that you are on leave, suspended or withdrawn, you should not enter in F-1 status but rather on a different visa, such as a B-2 visitor's visa. You may enter in F-1 status only if you are returning for the purpose of resuming your studies.

Employment: Once your leave or withdrawal from studies takes effect, any on or off campus employment must end immediately.

Leave of Absence or Withdrawal Request Form

Instructions

Please return the completed form to your immigration advisor. Your immigration advisor will notify you by e-mail as soon as the withdrawal has been approved in SEVIS. Once this is done, your classes may be dropped without adverse consequences to your immigration status.

Part A: Student Information

To be completed by the student.

1. Name:_____ _____
   Family name (Last) First name (Given)

2. Email:_____ 3. Date of birth:_____

4. Student ID #:_____ 5. SEVIS #:_____

6. Date you Plan to Withdraw/take leave of absence and stop attending classes:_____

Certification

☐ I have read the criteria for eligibility (previous page) and have been advised on immigration issues by my immigration advisor in the Office of the Registrar

For voluntary withdrawal/leave of absence: I expect to depart the US on:_____ and return on:_____.

By signing below, I am indicating that I understand all of the previous page, and I understand that as of the date listed above, my SEVIS record will be terminated as an authorized early withdrawal and I will need to depart the U.S. within 15(10 J1) days of this date.

Signature:_____ Date:_____

Part B: Administrative Section

To be completed by the Immigration Advisor in the Office of Registrar.

Effective date:_____ this student has been approved for:

☐ Voluntary Early withdrawal

☐ Leave of absence

For purposes of maintaining immigration status, I confirm this student has been authorized for a leave of absence or early withdrawal.

Name:_____

Office signature:_____ Date:_____

For Official Use Only

Termination in SEVIS date:_____ Initials:__ ☐ Sign I-20/DS-2019 if student plans to return in less than 5 months ☐ Email student