

## F-1/J-1 Authorized Early Withdrawal

**Purpose of Form:** International students should not take a leave of absence or withdraw from Texas A&M University without first speaking with ISS about the consequences of this action. This form should be completed by all F-1 and J-1 students who intend to do the following: (1) take a leave of absence or withdraw from Texas A&M, (2) enroll less than full-time during the semester(s) of their leave of absence or withdrawal, and (3) depart the United States. This form should not be completed by any student who intends to maintain their F-1 or J-1 status or any student who plans to participate in authorized research or study abroad.

### USCIS and Texas A&M University Authorized Early Withdrawal Rules

#### Deadlines to Submit this Form:

- To take a leave of absence or withdraw during the current semester, submit this form to ISS prior to withdrawing.
- To take a leave of absence or withdraw for a future semester, submit this form to ISS by the 5<sup>th</sup> class day of the semester of the withdrawal.

#### Requirements of F-1 and J-1 Students Who Intend to Take a Leave of Absence or Withdraw from Texas A&M:

- Meet with their Academic Advisor to discuss the academic implications of the leave of absence or withdrawal.
- Inform the Office of the Registrar and the Office of Graduate Studies (graduate students only) about your intention to take a leave of absence or withdraw and submit all paperwork required by these offices.
- Meet with an ISS Advisor to discuss the immigration implications of the leave of absence or withdrawal.
- Submit the following to ISS:
  - A complete F-1/J-1 Authorized Early Withdrawal Form.
  - A copy of the student's travel itinerary to verify their scheduled date of departure from the U.S.
  - An In Absentia Letter composed by the student's academic department (required only if the student will remain enrolled in at least 1 credit hour after taking the leave of absence or withdrawing)

#### The Authorized Early Withdrawal Process:

- The SEVIS record(s) of the student and their dependents will be terminated on the date that the ISS Advisor completes this form.
- The student's on-campus employment will be terminated on the date of the SEVIS termination or on the last day of the current semester, whichever comes first. Graduate assistants are responsible for discussing the impact of the leave of absence or withdrawal on their tuition and/or fee payment with their employer.
- If the student will not enroll during their leave of absence or after withdrawing, a registration hold will be placed on the student's record.
- If the student will enroll during their leave of absence or after withdrawing and ISS has received an In Absentia Letter from the academic department, the student's immigration status will be classified as "Abroad" with Texas A&M University.
- The student should plan to depart the U.S.
  - F-1 students and their dependents are permitted a 15-day grace period in which to depart the U.S. following their SEVIS termination. F2 dependents are not eligible to remain in the U.S. once the student has departed.
  - J-1 students and their dependents should plan to depart the U.S. as soon as possible after their SEVIS termination. They do not have a grace period. J-2 dependents are not eligible to remain in the U.S. once the student has departed.

#### Health Insurance Considerations

- If the student takes a leave of absence or withdraws during the current semester:
  - Those students who purchased or have been charged for a TAMU insurance policy will not receive a reimbursement for the remainder of the semester.
  - Those students who purchased an alternative insurance policy can speak with their insurance provider about possible reimbursement.
- If the student plans to take a leave of absence or withdraw during a future semester:
  - Those students who do not enroll during their leave of absence or after their withdrawal will not be required to show proof of insurance and should not be charged for the TAMU insurance policy.
  - Those students who enroll in at least 1 credit hour during their leave of absence or after their withdrawal must obtain an In Absentia Letter from their academic department. Upon receipt of this letter, ISS will re-classify the student's immigration status to "Abroad." The student will not be required to show proof of insurance and should not be charged for the TAMU insurance policy.

#### How to Re-Enter the U.S. in F-1 or J-1 Status to Resume Study at Texas A&M University:

- Contact your current academic department to determine if you will be able to resume your studies. If necessary, re-apply for admission to Texas A&M University.
- Contact ISS to inform them about your plans for returning to the U.S.
- Obtain a new Certificate of Eligibility (I-20 or DS-2019) from ISS. ISS will inform you about the documents required to obtain the new I20 or DS-2019.
- Pay the SEVIS fee (<https://www.fmjfee.com/i901fee/>).
- Apply for a new F-1 or J-1 visa at a U.S. Consulate or Embassy abroad.
- After re-entering the U.S., check in with the ISS office and provide copies of your immigration documents. Your registration hold will be removed, if applicable.

# F-1/J-1 Authorized Early Withdrawal

## This section must be completed by the student.

Last semester in which I will be enrolled full-time at Texas A&M University: \_\_\_\_\_ / \_\_\_\_\_  
Semester Year

Scheduled date of departure from the United States: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

By signing this form, I certify that the information provided is true and accurate; I understand the rules and regulations concerning my Authorized Early Withdrawal and agree to all conditions listed on the front of this form. I will inform ISS immediately and in writing if my circumstances change.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ UIN: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## This section must be completed by the student's academic department.

Are you aware that this student intends to take a leave of absence or withdraw from the University?  Yes  No

Number of hours the student plans to complete during their leave of absence or after withdrawing (Please write "0" if the student does not plan to enroll): \_\_\_\_\_

Maximum number of months for which a student can take a leave of absence or be withdrawn from their current academic program without being required to re-apply for admission to Texas A&M University (Please write "0" if the student will be unable to resume their degree without re-application): \_\_\_\_\_

### Academic Advisor, Department Head, or Department Graduate Advisor

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

## This section must be completed by Sponsored Student Programs for all sponsored students.

Sponsored students must obtain a Sponsored Student Programs (SSP) Advisor's signature before submitting this form to ISS.

SSP Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## This section will be completed by an ISS Advisor.

SEVIS Termination Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

ISS Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

"State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."