



Authorized Early Withdrawal (Temporary Absence from Studies)

The purpose of this form is to provide guidance for F-1 or J-1 international students who will take a leave of absence or will withdraw from courses for the fall or spring semester **and** depart the U.S. This form is not for students who are dropped from courses or otherwise fail to enroll in a full course of study as required by the [Student Exchange Visitor Program \(SEVP\)](#).

Leave of Absence: While the ISSS utilizes the phrase “leave of absence” when a student decides to not enroll in courses or withdraws from courses for the fall or spring semester **and** returns to their home country **there is no leave of absence benefit for immigration purposes.**

- SEVP does allow for Authorized Early Withdrawal but this will still result in the termination of the student’s SEVIS record.
- If an F-1 or J-1 international student fails to enroll in courses or withdraws from courses **to return home** we are required by SEVP to terminate the student’s SEVIS record.
- **We cannot give any special consideration to allow a student’s SEVIS record to remain in active status if they are not maintaining their visa status as required by SEVP.** There are no exceptions to this.
- Please see below for more information.

Traveling Outside the U.S. During the Fall or Spring Semester or Arriving Late: Students who plan to travel outside the U.S. and will return **after** the start of the fall or spring semester or will travel **outside the U.S. during** the fall or spring semester will need to review the [ISSS Travel Guidance](#).

- If the student **will remain enrolled** in courses during their time outside the U.S. then this **will not be considered a “leave of absence” or a temporary break in studies.**
- The ISSS will not give any special permission for a student to arrive after the beginning of the fall or spring semester or travel outside the U.S. during the fall or spring semester regardless of the circumstances. There are no exceptions to this.

Authorized Early Withdrawal Process:

1. Students who **will not enroll in courses for the fall or spring semester AND will depart the U.S.** must submit the second page of this form to Intl.Stu@tamuc.edu **by the 5th day of class.** Students who submit the Authorized Early Withdrawal form (second page of this form) by the stated deadline will have their SEVIS record terminated for Authorized Early Withdrawal by the 5th class day or the date of withdrawal from courses whichever is earlier.
2. Students who plan to withdraw from courses **during** the fall or spring semester **AND** plan to depart the U.S. will be required to submit the second page of this form to Intl.Stu@tamuc.edu **BEFORE** they withdraw from courses. Students who submit the Authorized Early Withdrawal form (second page of this form) by the stated deadline will have their SEVIS record terminated for Authorized Early Withdrawal by the 5th class day or the date of withdrawal from courses whichever is earlier
3. Students who do not plan to enroll in courses or will withdraw from courses for the fall or spring semester **AND do not plan to depart the U.S.** will need to contact the ISSS immediately to discuss how this will impact their visa status.

Special Considerations:

- **Departure Requirements:** Students who submit the second page of this form within the timeframe stated above will have a 15-day “grace period” from their SEVIS termination date to depart the U.S. Students who fail to submit the Authorized Early Withdrawal form (second page of this form) within the timeframe stated above will not have a “grace period” before their required departure.
- **On-campus Employment:** Students with on-campus employment will need to cease their employment on the date of their SEVIS termination or on the last day of their last registered semester or session.

- **CPT and OPT Eligibility:** CPT or OPT eligibility for students who take a leave of absence or withdraw from courses will have their eligibility “reset.” Any interruption in studies (failure to enroll for a fall or spring semester) will “reset” the academic year enrollment requirement for CPT or OPT eligibility. Students will not be eligible for CPT or OPT until they have resumed their studies at A&M-Commerce and have been enrolled for an academic year (fall, spring).
- **Health Insurance Requirements:** Students who fail to submit the Authorized Early Withdrawal form (second page of this form) within the timeframe stated above will not receive a credit or refund for their SSHIP charge. Please note that after the 12th day of class the ISSS will not be able to remove any SSHIP charge for a student intending to withdraw from courses.
- **Refunds:** Students withdrawing from courses may be eligible for only a partial refund or no refund for their tuition and fees. Please note the ISSS cannot intervene to request special consideration for any refund from tuition and fees.

How to Re-enter After an Authorized Early Withdrawal:

1. Students whose SEVIS record has been terminated CANNOT re-enter the U.S. on their terminated I-20.
2. Contact your admissions office to confirm you are able to return to resume your studies. Graduate students may contact the [Graduate School](#) and undergraduate students may email Pamela.Wright@tamuc.edu.
3. Submit updated bank and sponsor statements to the ISSS by emailing Intl.Stu@tamuc.edu. You may go to [I-20 Funding Requirements](#) for more information.
4. Obtain a new I-20 with a new SEVIS number/record from the ISSS for your re-entry to the U.S. to resume your studies.
5. Pay the SEVIS I-901 fee for your new I-20 and new SEVIS number/record.
6. *Please note that students may not re-enter the U.S more than 30 days prior to their new I-20 program start date.*
7. Any questions related to visa validity will need to be directed to the U.S. Embassy/Consulate in a student’s home country. General Dept. of State rules indicate if the student is outside the U.S. for less than 5 months for a break in studies then a new visa is not required. However, it is strongly recommended that students confirm the validity of their visa with the U.S. Embassy/Consulate in their home country.

Temporary Absence in Studies Notification Form

This form is to be completed by any F-1 or J-1 international student who will intends to have a temporary absence from studies or withdraw from courses for the fall or spring semester and return to their home country. This form and a copy of your travel itinerary must be emailed to Intl.Stu@tamuc.edu. Do not email or copy any alternate ISSS email.

Name _____ CWID _____
 First (Given) Last (Surname)

Scheduled date of departure from the U.S. (mm/dd/yy) _____

Have you contacted the Registrar’s Office to request a withdrawal from courses? Yes No

By signing this form, I certify that the information provided is true and accurate; I understand the rules and regulations concerning an Authorized Early Withdrawal and agree to all conditions on the first page of this form. I also understand that my SEVIS record will be terminated immediately upon confirmation of my withdrawal from courses or by the 5th day of class whichever is sooner.

Student Name _____ Student Signature _____

CWID _____ Date _____