



# Withdrawal Request Form

Student: As an F-1 visa student, you are required to be enrolled in classes at all times except for official program breaks or during an authorized vacation period until you have reached the program end date of your I-20 or have completed the High Advanced level of the Intensive English Program. If you must discontinue your studies in the middle of a session, or if you must discontinue your studies before you have reached the program end date of your I-20 or have completed the High Advanced level of the Intensive English Program, you must request an early withdrawal from the Intensive English Program.

If you are authorized for a withdrawal, your I-20 will be terminated with the notation, "Authorized Early Withdrawal." This termination will not negatively affect any future visa applications that you may have. Once the I-20 is terminated, you are required to depart the U.S. within 15 days. No changes can be made once the I-20 is terminated.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Current Session: \_\_\_\_\_

Last Day of Class: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

Airline and Flight #: \_\_\_\_\_

*(Please submit copy of your flight information)*

Reason for withdrawal request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you have plans to return to the U.S. to continue your studies in the IEP?  Yes  No

If yes, when do you plan to return? (Include flight itinerary if possible.): \_\_\_\_\_

For students who plan to return to the U.S.: Before departing the U.S., you should check to make sure you have a "continued attendance at this school" notation on your I-20, a DSO signature on the third page of your I-20 dated within one year of your planned return date to the U.S., a visa valid for the planned return date, and a passport valid for six months past the planned return date.

If you have been outside the U.S. less than five months and wish to return to continue your studies may do so with the same I-20 you have now, provided it has the "continued attendance at this school" notation and a valid DSO signature on the second page of the I-20.

If you wish to return to continue your studies, the IEP must notify SEVIS so that they may reactivate your I-20. You must send the IEP a copy of your flight itinerary no later than one month before your classes begin. You should not plan to arrive in the U.S. more than one week before classes begin, to allow SEVIS time to reactivate your I-20.

Please sign and date on the lines below to indicate that you understand the policies regarding withdrawals from Kennesaw State University's Intensive English Program.

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

Date: \_\_\_\_\_

For IEP Office Use

Request Status: