Leave of Absence & Authorized Early Withdrawal Application Form

NAME: ___________________________________________ W#: ______________________________

Dates Requested: _________________                              Today’s Date: _________________

Leave of Absence:

You may request as an F-1 Student to pause your studies temporarily due to unforeseen circumstances (e.g. family emergencies)—for a period of 5 months or less. If you have been absent from the US for a period greater than 5 months, you will need to apply for a new I-20 and pay the $200 SEVIS I-901 Fee again.

☐ I understand that my F-1 SEVIS Record will be Terminated for “Authorized Early Withdrawal” and that I must depart the US within 15 days afterwards
☐ I will notify the ISSC at least 60 days before I wish to re-enter the US, using my Weber State University student email
☐ I will not attempt to re-enter the US until the ISSC has notified me that my I-20 has been “re-activated”
☐ I understand that I am responsible for any tuition or other fees owed to Weber State University as a result of my withdrawal
☐ Supporting Documentation Included (optional)

Authorized Early Withdrawal:

☐ I am Requesting to Withdraw from my Program of Study at Weber State University and I do not currently have plans to return

Date of Withdrawal: ____________  Date of Return: ____________

________________________________           __________________________________
Signature               Date

-----------------------------------------------------------------------------------------------Office use only-----------------------------------------------------------------------------------------------

Received Date: __________________        Person Receiving: _____________________
Approved (Y/N)? ________________        Person Approving _____________________
Processed Date: __________________

Please return the completed form to International Student and Scholar Center
Student Services Building-Room 143
3885 West Campus Drive Dept 1130
Ogden, Utah 84408-1130
801-626-6853
issc@weber.edu