# F-1 DEPARTURE FORM

This form is to be completed by any F-1 student who is leaving the University permanently, for an entire semester, or for a period of time longer than 5 months. Submit this form in person to an F-1 adviser.

1. **Student's Name**
   - Family name
   - First name
   - Middle

2. **U of M ID#**
3. **SEVIS ID #**

4. **Email**
5. **Phone**

**Instruction:** Please read options A-H below, select the situation that applies to you, and sign at the bottom of the 2nd page.

## A. Completion of Degree or Exchange Program
- I have completed my degree/program requirements and plan to depart the U.S. I am not interested in applying for OPT, another degree program, or change immigration status.
  - You must depart the U.S. within 60 days of your degree completion date.

<table>
<thead>
<tr>
<th>Date of completion</th>
<th>Date of departure from the U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Day Year</td>
<td>Month Day Year</td>
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</tbody>
</table>

## B. Completion of OPT
- I have completed OPT and plan to depart the U.S.
  - Your SEVIS record will change to a status of “Completed.”
  - You must depart the U.S. within 60 days of your OPT completion date.
  - I am reaching 90 days of unemployment.
  - Your SEVIS record will change to a status of “Completed.”
  - If you have notified ISSS prior to the 90th day, you have 60 days to depart the U.S., get admitted to a new program, or gain another status.

<table>
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Please note: If you did not report 90 days of unemployment to ISSS prior to the 90th day, your SEVIS record will be terminated, and you must leave the U.S. immediately.

## C. Termination of Program, Leave of Absence, or Finishing Degree from Home
- I am terminating my program at the U of M and do not intend to return at this time.
- I am taking a leave of absence. I plan to return to the U of M in the future.
- I intend to complete my degree from my home country.
  - Your SEVIS record will be terminated with the reason “Authorized Early Withdrawal.”
  - You have 15 days from your withdrawal date to depart the U.S.
  - Contact your Academic Adviser prior to departure to discuss your plans.
  - If you intend to return to the U of M to resume study, go to isss.umn.edu at least 3 months prior to your return. Click on Students/F-1 Students/Returning to the U of M After Leave of Absence for information on how to request a new Returning Student I-20.
  - You will be required to pay the SEVIS fee again.
  - If you return to the U of M, you must be a full-time student for one academic year before applying for CPT or OPT.
  - If you return to the U of M for Summer Session, you must enroll Full-Time.

<table>
<thead>
<tr>
<th>Date of withdrawal from classes</th>
<th>Must depart the U.S. no later than</th>
<th>Expected month/year of return (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Day Year</td>
<td>Month Day Year</td>
<td>Month Year</td>
</tr>
</tbody>
</table>
D. Transfer

☐ I am transferring to another U.S. institution. *(Request must be submitted within 60 day grace period and before leaving the U.S.)
  • You must show proof of admission to the new school.
  • Your SEVIS record will be transferred to your new school on the “release date” that you indicate below.
  • The “release date” must be on or after you have completed all coursework and employment. It must also be on or before the last date of your 60 day grace period.
  • You must NOTIFY ISSS PRIOR TO YOUR RELEASE DATE if your plans change. ISSS cannot access your SEVIS record to make changes after the release date has passed.
  • If you are registered for future semesters, it is your responsibility to cancel all classes at the University of Minnesota.
  *Please note: ISSS cannot transfer your SEVIS record to the new school if you are making this request after leaving the U.S.

Full name of new school

New school code

City and State

Transfer release date

Currently on OPT? ☐ Yes ☐ No

Date you will stop working

E. Study Abroad Program

☐ I am participating in a study abroad program.

In order for your SEVIS record to remain Active you must meet the following criteria:
  • You must be pursuing a full-time course of study during your absence. Obtain a letter from your academic adviser authorizing that you will be engaged in a full time study abroad program that meets your degree requirements. Carry that letter with you when you travel.
  • Submit a Reduced Course Load Form if you will be full-time, but your credits will not appear on your U of MN record at the start of the semester. A new Reduced Course Load Form is required every semester.
  • You must continue to provide a U.S. mailing address in the “Current Mailing Address” section on MyU during your absence.
  • Prior to returning, ensure that you have a valid re-entry signature on page 3 of your I-20.

Term(s) you will be participating in the study abroad program

Country

Date of departure from the U.S. ☐ ☐ ☐

Expected month/year of return

F. Full-Time Research Outside of the U.S.

☐ I am departing the U.S. for more than 5 months to conduct full-time research for my degree program.

• Your SEVIS record will remain active during your absence.
  • Obtain a letter from your academic adviser authorizing that you will be engaged in full time research while you are outside of the U.S. Carry that letter with you when you travel.
  • You must maintain active academic status in the Graduate School by enrolling for thesis credits or Grad 999 during every semester of your absence.
  • If you enroll for less than 6 credits (including Grad 999), you must also submit a Reduced Course Load Form every semester of your absence so your SEVIS record is not terminated due to less than full-time enrollment.
  • You must continue to provide a U.S. mailing address in the “Current Mailing Address” section on MyU during your absence.
  • Prior to returning, ensure that you have a valid re-entry signature on page 3 of your I-20.

Date of departure from the U.S. ☐ ☐ ☐

Expected month/year of return

G. Change of Visa Status

☐ I will apply or have applied to change my visa status to

• If you are applying for a new visa status, the application must be received by USCIS within 60 days of your degree, exchange program, or OPT completion date.

☐ My change of status has been approved. New visa type ☐ ☐ ☐

Effective date ☐ ☐ ☐

Please provide a copy of the I-797 approval form for our files.

H. Other

Date of departure from the U.S. ☐ ☐ ☐

SIGNATURE

STATEMENT: I certify that I have discussed my intended departure with an ISSS adviser and I understand how my departure affects my F-1 SEVIS record and my ability to return to the U.S. in the future. I will notify ISSS immediately if my plans change.

Student’s Signature ☐ ☐ ☐

ISSS will complete this section:

Date submitted to ISSS ☐ ☐ ☐

International student adviser initials ☐ ☐ ☐

Transferred in SEVIS ☐ ☐ ☐