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 # N 0 0

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.
   - Date of completion
     Month
     Day
     Year
   - Date of departure from the U.S.
     Month
     Day
     Year

B. Completion of OPT or 24-month STEM OPT
   - I have completed OPT/STEM 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 OPT unemployment or 150 days for STEM OPT.
     - Your SEVIS record will change to a status of “Completed.”
   - Date of completion
     Month
     Day
     Year
   - Date of departure from the U.S.
     Month
     Day
     Year

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.
   - Date of withdrawal from classes
     Month
     Day
     Year
   - Must depart the U.S. no later than
     Month
     Day
     Year
   - Date of departure from the U.S.
     Month
     Day
     Year
   - Expected month/year of return (if applicable)
     Month
     Year
### 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 your 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 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.*

<table>
<thead>
<tr>
<th>Full name of new school</th>
<th>New school code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City and State</th>
<th>Transfer release date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month Day Year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Currently on OPT?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date you will stop working</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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 2 of your I-20.

<table>
<thead>
<tr>
<th>Term(s) you will be participating in the study abroad program</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

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

### 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.

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

### 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.
  - If you have a pending change of status, you must provide documentary evidence of your application.

<table>
<thead>
<tr>
<th>My change of status has been approved. New visa type</th>
<th>Effective date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Month Day Year</td>
</tr>
</tbody>
</table>

### H. Other

| Date of departure from the U.S. |  |
|---------------------------------|  |
| Month Day Year                  |  |

**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 |  |
|---------------------|  |
| Month Day Year      |  |

**ISSS will complete this section:**

<table>
<thead>
<tr>
<th>Date submitted to ISSS</th>
<th>International student adviser initials</th>
<th>Transferred in SEVIS</th>
<th>Evidence of COS included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Day Year</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>