

DEPARTURE / EXIT FORM FOR F-1 / J-1 STUDENTS

FOR LEAVE OF AUTHORIZED EARLY WITHDRAWAL, PROGRAM COMPLETION, OPT UNEMPLOYMENT,
TRANSFER, STUDY ABROAD AND LEAVE OF ABSENCE.

RETURN COMPLETED FORM TO AN ISS IMMIGRATION ADVISOR IN WELCH HALL.

This form is to be completed by any student who is leaving the UNK:

for more than one week but less than 5 months (LOA)

for an entire semester (LOA)

for longer than 5 months (LOA)

or permanently (EXIT)

Name: _____ Visa type (circle) **F-1** **J-1**

SEVIS # N00 _____ NUID: _____

Permanent Email: _____ Phone: _____

Please read through **ALL** of the options below and select the situations apply to you:

I am terminating my program at the University.

- 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.A.

Document reason for Departure here: _____

Date of withdrawal from classes: _____ Student must depart the U.S. no later than: _____ Date of departure from the U.S.: _____

Expected month/year of return (if applicable): _____

I have completed my program and plan to depart the U.S. I am NOT interested in applying for OPT.

- Your SEVIS record will change to a status of “Completed.”
- You must depart the U.S. within 60 days of your degree completion date.

Date of completion: _____ Date of departure from U.S.A. : _____

I am reaching 90 days of unemployment.

- Your SEVIS record will change to a status of “Completed.”
- If you notified ISS prior to your 90th day you have 60 days to depart the U.S.A., get admitted to a new program, or gain another status.
- If you did not report this information prior to the 90th day, you must leave the U.S. immediately.

OPT completion date: _____ U.S. departure date _____

Student Signature _____ Date _____

ISS Advisor Initial _____ Date _____

□ Leave of Absence

Please fill out with the assistance of an ISS Advisor:

I, _____, understand the above rules pertaining to a Leave of Absence at University of Nebraska Kearney (UNK). I will be taking an LOA for the _____ Semester. I understand that my SEVIS record will be terminated on _____. For me to re-enter the country on my current I-20, I understand that I must contact ISS by _____ to file a request to see if my record can be changed by Immigration back to active. I would need to re-enter the U.S. by _____ in order to enter in active status, and if I do not re-enter by this date, I will need to apply for a new I-20 with a new SEVIS ID. (*Instructions are attached.*) I understand that I cannot return to the U.S. prior to the end of the semester which ends on _____ - _____. I plan to (*please check one*): _____ return within 5 months _____ more than 5 months and request a new I-20 for re-entry.

Student Signature _____ **Date** _____
ISS Initial _____ **Date** _____

Instructions for Applying for a New I-20

To Return to the United States and University of Nebraska Kearney (UNK)

Please submit your request in time to allow a minimum of 3 months for processing:

1. Submit a new financial documentation to International Student Services:
 - A bank letter in your name or the name of your sponsor. The statement must attest to the amount that is on deposit in U.S. dollars and must be dated within the last six months.
 - An affidavit of financial support. This document must be signed by your sponsor (*the person whose name is on the bank statement*) and must be officially stamped by a notary public.
2. Provide the International Student Services with a complete **mailing address** in your home country where you would like the I-20 to be mailed. You must pay the express mail fee in the amount of \$40 for the I-20 to be mailed to you.
3. Pay the SEVIS I-901 fee (visit <http://www.fmjfee.com> for more information)
4. Once you have received the new I-20, contact the U.S. Consulate in your area to inquire whether you will need to obtain a new visa.

Once the new I-20 is used to enter the country, the “F-1 time-clock” will begin anew and students will be ineligible for some F-1 benefits, such as CPT and OPT, until after completion of two additional semesters of study. **The student may only re-enter the U.S. in the 30 days prior to the new program start date indicated on the newly issued I-20.**

Students should contact their local U.S. Embassy or Consulate to see if they need to obtain a new F-1 Visa in order to reenter the U.S.

The student must report to the Office of International Support Services upon return to the U.S. to provide copies of the I-94 card, (download copy of (-94 at www.cbp.gov/I94) I-20, passport and any other relevant documents (new F-1 visa if applicable) to prove absence from the United States. The student will not be able to register for classes until those copies are provided.

☐ I am transferring to another institution in the U.S.A.

Students must provide a copy of the official admission letter from the new school to the ISS Office before transfer of SEVIS record will occur. No exception!

- Your SEVIS record will be transferred to the new school on the “release date” that you list.
- The “release date” must be after you have completed all coursework and employment at UNK.
- You must NOTIFY ISS PRIOR TO YOUR RELEASE DATE if your plans change.

Name of new school: _____ **City and State:** _____

Requested transfer release date: _____

ISS cannot access your SEVIS record to make changes after the release date has passed.

Currently on OPT? ☐ Yes ☐ No

☐ I will apply/have applied to change my visa status to _____ (visa type.)

- 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 was approved. New visa type _____ Date effective _____

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

☐ I am participating in a study abroad program.

- Your SEVIS record will remain active during your absence.
- 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 (RCL) Form if you will be FT, but your credits will not appear on your UNK record at the start of the semester. A new RCL Form is required **every** semester.
- Prior to returning, ensure that you have obtained a valid re-entry signature on pg. 3 of your I-20.

Study Abroad program dates: _____ **until** _____

Date of departure: _____ **Date of return:** _____

I certify that I have discussed my intended departure with an ISS adviser in Welch Hall and I understand how my departure affects my SEVIS record and my ability to return to the U.S.A. in the future. I will notify ISS immediately if my plans change.

Student Signature _____ **Date** _____

ISS Advisor Initial _____ **Date** _____

□ I am requesting a Medical Leave of Absense

F-1/J-1 students are eligible to take an LOA due to medical reasons. Students have the option to return to their home country or remain in the U.S. to receive medical treatment.

Students who wish to remain in the U.S. must obtain a doctor's letter recommending the LOA for medical reasons. Students who remain in the U.S. without obtaining advance approval for medical LOA from OIS will be considered out of status.

Requirements and Limitations of Medical LOA:

- Must have a letter from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist recommending leave for a specific semester
- Must have PRIOR approval from OIS and academic department before withdrawing from courses
- No more than 12 months total leave are allowed per degree level

Students considering an LOA due to medical reasons must meet with an OIS counselor

Student Signature _____ **Date** _____
ISS Advisor Initial _____ **Date** _____

*****ISS Personnel:
Please copy the appropriate page and give to student for their reference***