APPLICATION FOR AN AUTHORIZED EARLY WITHDRAWAL

A student in F-1 status is expected to be enrolled every session or semester until s/he completes his/her program of study, unless she or he is eligible for a legal break (IELP student) or vacation (University students).

If you will not be registered for an upcoming required session or semester due to personal/family/financial reasons OR you need to withdraw from classes during an active session/semester your SEVIS record cannot remain in active status. In order for your SEVIS record to be appropriately updated, you must apply for an “Authorized Early Withdrawal”.

An “Authorized Early Withdraw” is a SEVIS event that will safeguard your SEVIS record for up to five months while you are outside the U.S.

An AEW is separate from any “leave of absence” request you may need to make with your academic department. Please see: http://bulletin.temple.edu/undergraduate/academic-policies/leave-absence/

Applying for an authorized early withdrawal will involve your academic department (or IELP if you are an IELP student) as well as your international student advisor. You should contact your academic department to make them aware of the fact that you will miss a session or a semester. You should follow any directions they give regarding returning to the university.

It is very important that you understand that applying for an authorized early withdrawal involves the termination of your SEVIS record. If you return to resume your classes in the U.S. within five months of your last semester/session of attending classes, we will be able to reactivate your SEVIS record and there will be no break in your SEVIS program.

If you do not request that ISSS re-activate your SEVIS record, you will not be permitted to re-enter the U.S. The request should be submitted 60 days before you plan to re-enter the U.S.
If you return to the U.S. more than five months after receiving the authorized early withdraw, you would need to:

- Apply for a new I-20 (receive a new SEVIS ID number)
- Apply for a new visa
- Pay the SEVIS fee for the new SEVIS ID number
- Be in F-1 status for an academic year before being eligible for most types of off-campus employment

An F-1 student who has been granted an Authorized Early Withdrawal by this office may remain in the United States to prepare to depart the United States for up to **15 days following** the withdrawal date noted in SEVIS. **If you do not depart within 15 days of the authorization, we will not be able to re-activate your SEVIS record when you return.**

When the Authorized Early Withdrawal is approved, your SEVIS record will be terminated and you must discontinue any authorized employment.

Again, before applying for the Authorized Early Withdrawal, you must speak with your academic advisor and inform him/her that you will not be registering for the upcoming semester and/or that you will be withdrawing from the current semester. Make sure you are fully aware of the steps you need to take in order to return to Temple University or IELP to resume your studies. In addition, you must make sure you are eligible to register for the semester you plan to return to **before** we can re-activate your SEVIS record.

Finally, the only time a student may remain in the U.S. during a required session (IELP students) or semester (University students) while not registered for courses is if s/he has had a “medical reduced course load” approved by ISSS.

Before you return to the U.S., you must also ensure that your F-1 visa is valid; if it is not, you must apply to re-new your visa (for more information, please see: [http://www.temple.edu/isss/immigration/travel-fj.html](http://www.temple.edu/isss/immigration/travel-fj.html)). If you need to apply for an F1 visa during your absence, please provide proof from the consulate/embassy specifying the place, date and time of the visa interview so ISSS can request to expedite the re-activation of your record.
APPLICATION FOR AN AUTHORIZED EARLY WITHDRAWAL

Please complete the following form and return it to International Student and Scholar Services. The form may be faxed to 215-204-3200, emailed to isss@temple.edu, or dropped off to the ISSS office.

<table>
<thead>
<tr>
<th>Name (FAMILY, First):</th>
<th>Temple E-mail Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temple I.D. #:</td>
<td>NON-Temple E-mail Address:</td>
</tr>
<tr>
<td>First Semester of Study at Temple:</td>
<td>Anticipated Graduation/Completion Date:</td>
</tr>
<tr>
<td>Date you intend to depart the U.S.:</td>
<td>Date you plan to re-enter the U.S.:</td>
</tr>
<tr>
<td>Your Academic Advisor’s Name:</td>
<td>Your Academic Advisor’s Email:</td>
</tr>
</tbody>
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I am requesting an authorized early withdrawal from classes for the _____ Fall _____ Spring _____ Summer I _____ Summer II Session/Semester of the Academic Year 20_______.

I understand that, consistent with USCIS regulations, my SEVIS record will be terminated and that I am expected to depart the U.S. within fifteen days of being notified that the Authorized Early Withdrawal request has been approved, which is the day my SEVIS record will be terminated based on my request for an authorized early withdrawal.

It has also been explained to me that if I intend to re-enter the United States to resume full-time studies at Temple University, I will have to contact ISSS at least 60 to 30 days before the start date of the Session/Semester I am returning to attend. Make sure you e-mail a copy of your return flight itinerary/ticket to isss@temple.edu so we may be able to expedite the processing of the reactivation of your SEVIS record if necessary.

At that time either:

My current SEVIS record will be re-activated. **This will only happen if you have applied for an authorized early withdrawal while still in status and you are re-entering the U.S. and resuming your classes no later than five (5) months of completing your classes and departing the U.S.** Please also be aware, the re-activation of your SEVIS record is processed by SEVIS, recently SEVIS has been strict about approving the SEVIS re-activation requests. In the event the request to re-activate your SEVIS record is denied, you will need to apply for a new I-20 (new SEVIS record) and contact your local U.S. embassy to find out if you need to apply for a new F-1 visa before your return.

*Please note: The reason we ask you to request reactivation of your SEVIS record at least 30 days prior to your reentry is because we must request reactivation of the SEVIS record to SEVP and SEVP will take a few days to a few weeks to process this request.*

-or-

A new Form I-20 will be issued to me, and I will re-enter the U.S. as an “initial” student in terms of immigration status. This means that I will not be eligible for any type of off-campus employment until I have completed at least one (1) academic year in Nonimmigrant (F-1) Student status.

__________________________________________________________  ______________________________
Signature                                           Date