

Leave of Absence Form for International Students

This form must be completed prior to taking a leave of absence or withdrawing from the university. Please note that this form is only regarding your immigration status. You must also go to the Academic Success Center or your College (for graduate students) to complete any official University paperwork.

Student Name: _____ Student ID #: _____

Email address: _____ Phone Number: _____

Term Withdrawal/Leave of Absence Effective: _____

I am terminating my studies at Western New England University and am withdrawing from all courses. I am taking a leave of absence for greater than 5 months.

- x Your SEVIS record will be terminated with the reason "Authorized Early Withdrawal."
- x You have 15 days from your withdrawal date to depart the U.S.
- x If you live on campus, contact Residence Life to discuss your housing.
- x If you return to the university, you must apply for readmission to your specific college (i.e. the College of Business)
- x If you intend to return to the university to resume study, you must contact ISSS at at least three months prior to your return by sending an email kahlman@wne.edu
- x You will be required to pay the SEVIS fee again and apply for a new visa.
- x If you return to the university for the summer session, you must enroll full.
- x Your eligibility for CPT/OPT resets upon your return to the university.
- x F-2 dependents are required to leave the country the same time as the student.

I wish to apply for a leave of absence for less than 5 months.

- x You may only remain in the U.S. if you take a medical leave of absence. If you are applying for a Medical Leave of Absence, please complete the Reduced Course Load Form with ISSS
- x You must leave the country within 15 days for non medical leave of absences.
- x If you return to the university, you must apply for readmission to your specific college (i.e. the College of Business) OR apply for admission to a different school and ask Western New England University to transfer your 20 to the new institution.
- x If you return within 5 months of leaving the U.S. you may return on the same 20 and visa you initially entered on. Ensure your visa did not expire during your absence.
- x You must ensure your travel signature on your 20 will be valid for you to return.

You must ensure the university has the correct email address on file for you. Remember to check this email periodically.

Student Signature: _____ Date: _____

For ISSS office use only:

Received on: _____	SEVIS updated on: _____
Received by: _____	