

**Minnesota State University Moorhead
International Student Services**

**Request for Withdrawal or
less than 5 month Absence from U.S.**

A. To be completed by student

1. Dragon Student ID #: _____ 2. Visa Type: _____

3. Family (Last) Name: _____ 4. Given (First) Name: _____

5. Do you have any F-2/J-2 dependents with you? No Yes: Name(s): _____

Dependents cannot remain in the U.S. if your absence from the U.S. will exceed 5 months.

Contact information while you are absent:

6. Fax or Phone number: _____ 7. E-mail address: _____

8. Educational Level:

Freshman Sophomore Junior Senior Masters

9. Primary Major: _____ 10. Secondary Major: _____

11. Withdrawing for: Fall Winter Spring Summer Year: _____

You must drop all registration for any future terms that you are not going to attend before your departure.

12. Reason: _____

13. Have you informed your academic advisor(s) and your current professors of your withdrawal? Yes No

14. Are you currently working? No Yes: If yes, date you plan to terminate your employment: ____/____/____

You must stop any employment authorized with MSUM as of the date of your withdrawal.

15. When do you expect to leave the U.S.? (mm/dd/yy): ____/____/____

If you are currently taking or have just taken a vacation term, please write a letter indicating when the change in your intent to register for the next academic term occurred and submit it to the International student advisor.

16. Are passport, visa, and I-20/DS-2019 travel signature valid for re-entry within 5 months of absence? Yes No

If no, discuss how to renew your documents with International student advisor.

17. Please check one of the following:

I intend to return as a full-time student to MSUM in less than 5 months of leaving the U.S. Approximate date of return (mm/dd/yy): ____/____/____

(A temporary absence from the U.S. of less than 5 months requires a valid passport, visa & travel signature for re-entry.)

(An authorized early withdrawal will necessitate a new immigration document if you decide to return to the U.S for longer than 5 months)

GO TO PAGE 2 →

DISCUSS THE FOLLOWING TOPICS WITH AN INTERNATIONAL STUDENT ADVISOR

___ 15-Day Grace Period

Please remember that you have only 15 days from the International student advisor's signature date on this page to depart from the U.S. This grace period CANNOT be extended.

___ Submitting Proof of Departure Date

Once you have departed, remember to fax us at 218-477-5928 or scan a copy of your airline tickets leaving and returning and boarding pass for the international flight and the arrival stamp into another country to prove your departure from the U.S.

___ Requirement to Enroll Full-Time If Returning in First Four Weeks of an Academic Term

If you return to the U.S. within the first four weeks of an academic term, you will be required to enroll full-time. Please be sure to arrange for full-time enrollment if you re-enter within the first four weeks of any term, including summer, or arrange for re-entry after the first four weeks of a term. Please remember that the reason for your re-entry at any time as an F-1 or J-1 student must be to pursue academic activities!

___ Requirement for Full-Time Enrollment in Subsequent Summer after Temporary Absence

If you are absent less than 5 months from the U.S., you will be required to enroll as a full-time student in the next Summer Session following your return. Please remember to enroll for full-time classes within the first four weeks of Summer Session.

___ Effect of Absence on Off-Campus Work Eligibility

Depending on when you started your studies at MSUM and how long you stay outside the U.S., your absence may affect your eligibility for off-campus work authorization benefits such as Curricular or Optional Practical Training. Discuss the consequences of being absent from the U.S., especially for more than 5 months with the ISSS advisor.

___ Procedures for Obtaining a New I-20/DS-2019 If Absence Is for More than 5 Months

If you are absent from the U.S. more than 5 months, your current SEVIS record will be terminated. This will necessitate a new I-20/DS-2019 for your return. Discuss obtaining proof of funds, full-time registration for next term, authorization for mailing or pickup by third party, and payment of the SEVIS fee.

___ Reporting to Office of International Student Services after Re-Entry and Submitting Copies of New Immigration Documents

Please report to ISSS as soon as possible after re-entry and submit copies of new immigration documents, at the very least the I-94. This is particularly important in order to avoid termination in SEVIS if you are returning relative close to the 5 month absence period. There will be a registration hold on your student account starting the first day of classes of the academic term for which you return.

I have reviewed the information I have given on this form and discussed the above topics with an OIP advisor. I understand the implications of withdrawing from MSUM, and will comply with the requirements outlined above.

Student Signature: _____ **Date (mm/dd/yy):** ____/____/____

B. To be completed by the OIP advisor

18. Is student in status? (Review ISRS/SEVIS.) ___Yes ___No: If no, discuss procedures for new I-20.

19. Does the student have any holds? ___No ___Yes: **If yes, hold must be cleared before withdrawal is processed.**

As a Designated School Official, I hereby approve him/her to withdraw from MSUM. If the above named student is on an I-20 issued by MSUM, he/she is given 15 days to depart from the U.S.

DSO Signature: _____ **Date (mm/dd/yy):** ____/____/____

___Change session dates and indicate absence in remarks in SEVIS.

___Indicate absence in Access with alert. If temporary absence, do not take alert off until full-time registration for summer term has been confirmed.

___Hold in ISRS HOLD to start first day of classes for expected returning term or 5 months out from expected departure date. Take hold off only after submission of re-entry I-94.