

## Leave of Absence or Withdrawal

### General Information

While in the United States, students in F-1 or J-1 non-immigrant status must be continuously enrolled full time during the academic year until the completion of their programs of study. If you take a leave of absence, withdraw voluntarily, or required to withdraw from HSU, you must leave the United States, transfer to another F-1 or J-1 program, or obtain a change of nonimmigrant status.

If you voluntarily withdraw *and receive authorization* by the Center for International Programs in advance, you are given 15 days to depart the US, transfer to another school or change your non-immigrant status. If you are disqualified or required to withdraw, or you do not receive the Center for International Programs authorization in advance, you have no grace period and are required to leave the United States immediately.

**Exception:** If you are on a medical reduced course-load (RCL) of zero units you may remain in the U.S. during your treatment and approved RCL of zero units.

**Study or Research Abroad:** If you are abroad for registered research related to your academic program at HSU or you are on an institutionally approved study abroad program your SEVIS record will be maintained and this is not considered a withdrawal or leave of absence for immigration purposes.

### Process

1. Inform your academic advisor and/or department and the Office of the Registrar of your plans to take a leave of absence.
2. Notify an advisor in the Center for International Programs of your intent to leave. This form is considered your official notification.  
F-1 STUDENTS: You are required to leave the U.S. 15 days after notifying the CIP of your intent to leave.  
J-1 STUDENTS: You are required to leave the U.S. 10 days after notifying the CIP of your intent to leave.
3. Complete this form and attach appropriate supporting documentation.
4. Return the form to the Center for International Programs and we will authorize your leave in SEVIS.
5. **Notify us in advance of your plans to return to the U.S. to resume study at HSU. You must notify us 60 days prior to your expected return. This is your responsibility.**
6. Remember to always get authorization from the CIP before withdrawing from courses or your SEVIS records will be terminated because of “unauthorized withdrawal”. If the CIP is notified properly your records will be terminated because of an “authorized early withdrawal” which is better for your immigration status.
7. Once approved, withdraw from all courses. If you do not withdraw from courses, you may be charged tuition and fees even if you do not attend. A refund may not be possible if you withdraw too late.
8. Pay all outstanding bills (phone, utilities, housing, & registration fees) at HSU, or you will not be able to obtain official transcripts from the Office of the Registrar.
9. Update your address with the CIP and on your Student Center so that important documents can be sent directly to your new address.
10. For HSU Degree Seeking Students Only: In addition to the above, you must complete the University withdrawal process. For instruction and information on this process, [please visit this website](#).

### Notes

Please Note: **Withdrawing from school before finishing your program may make it difficult for you to return to the U.S. at a later date, especially if you withdraw improperly without notification or try to return without notifying the CIP.**

**Visits to U.S. during a leave of absence:** If you wish to make short-term, temporary visits to the U.S. during the period that you are on leave, suspended or withdrawn from HSU, you should not enter in F-1 status but rather on a different visa, such as a B-2 visitor’s visa. You may enter in F-1 Status only if you are returning for the purpose of resuming your studies.

**Employment:** Once your leave or withdrawal from studies takes effect, any on or off campus employment must end immediately.

# Leave of Absence or Withdrawal Request Form

## Instructions

Please return the completed form to the Center for International Programs. The CIP will notify you by e-mail as soon as the withdrawal has been approved in SEVIS. Once this is done, the courses may be dropped without adverse consequences to the student's immigration status.

## Part A: Student Information

### To be completed by the student.

1. Name: \_\_\_\_\_  
Family name (Last) First name (Given)
2. Email: \_\_\_\_\_ 3. Date of birth: \_\_\_\_\_
4. HSU Student ID #: \_\_\_\_\_ 5. SEVIS #: \_\_\_\_\_

## Certification

I have read the criteria for eligibility (previous page) and have been advised on immigration issues by the Center for International Programs.

For voluntary withdrawal/leave of absence: I expect to depart the US on: \_\_\_\_\_ and return on: \_\_\_\_\_.

By signing below, I am indicating that I understand all of the previous page, and I understand that as of today's date, my SEVIS record will be terminated as an authorized early withdrawal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part B: Administrative Section

### To be completed by the Center for International Programs.

Effective date: \_\_\_\_\_ this student has been approved by the Center for International Programs for:

Voluntary withdrawal

Leave of absence

For purposes of maintaining immigration status, I confirm this student has been authorized a leave of absence.

Name: \_\_\_\_\_

Office signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Official Use Only

Termination in SEVIS date: \_\_\_\_\_ Initials: \_\_\_\_\_  Sign I-20/DS-2019 if student plans to return in less than 5 months  Email student