

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.

- 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.
- If you live on-campus, contact Residence Life to discuss your housing.
- If you return to the university, you must apply for readmission to your specific college (i.e. the College of Business)
- If you intend to return to the university to resume study, you must contact ISSS for a new I-20 at least three months prior to your return by sending an email kahlman@wne.edu.
- You will be required to pay the SEVIS fee again and apply for a new visa.
- If you return to the university for the summer session, you must enroll full-time.
- Your eligibility for CPT/OPT resets upon your return to the university.
- 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.

- 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.
- You must leave the country within 15 days for non-medical leave of absences.
- 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 I-20 to the new institution.
- If you return within 5 months of leaving the U.S., you may return on the same I-20 and visa you initially entered on. Ensure your visa did not expire during your absence.
- You must ensure your travel signature on your I-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: _____	