



Authorized Early Withdrawal/Absence

All F-1 students intending to withdraw from school and depart the United States prior to program completion must complete and submit this form to the International Student Office. Please submit this completed form along with a copy of your airplane ticket and a brief statement explaining your absence.

Full Name

CFK Student ID

1. I have been advised by the International Student Office on F-1 immigration regulations and CFK policies related to taking an authorized leave of absence in either the fall or spring term and have provided a copy of my ticket. I understand that:

1) Along with this form, I must submit:

(a) a copy of my airline itinerary noting U.S. departure and U.S. return dates

(b) a brief statement explaining my situation and why I decided to take this action

2) I am permitted a 15 days grace period from the date of termination.

3) I must remain **outside** the U.S. for the duration of the term; I must not return more than 30 days prior to the start of the following term when I plan to resume my studies.

4) My SEVIS record will be terminated for Authorized Early Withdrawal. I will need to contact the Department of Homeland Security (DHS) and confirm my return to the U.S. and provide DHS with a copy of my return ticket to the U.S. no less than 30 days before my expected return date. Due to unpredictable SEVIS processing times, I may have to request a new I-20 and pay the SEVIS I-901 fee in order to return to the U.S. and resume my studies.

5) If I anticipate an absence of more than one term, I must contact my academic advisor as this may affect my academic standing at CFK.

2. I have been advised that **upon my return to CFK, I must enroll full-time in 12 credits**, even if I return to resume my studies in the summer semester (which in other circumstances would be an optional term). Failure to do so will result in the termination of my SEVIS record and will put me **out of status**.

Departure Date:

Arrival Date:

Starting Term:

I attest that I accept all responsibility inherent in the conditions and details stated above.

Student Signature

Date