

### F-1 TERMINATION FORM (Not returning for a required semester)

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Monroe ID # \_\_\_\_\_

Physical Address in the U.S. (Building number, street name, apartment/floor/suite number, city, state, and zip) \_\_\_\_\_

Email Address \_\_\_\_\_

U.S. Cell Phone Number \_\_\_\_\_

Academic Program (check one): ☐ ELLI ☐ Certificate ☐ Associate ☐ Bachelor ☐ Master's

SEVIS ID Number (top left corner of I-20): N \_\_\_\_\_

#### For students requesting a leave of absence/not returning for a required semester

- I understand that because I am not returning to school for a required term, Monroe University is required to terminate my SEVIS record. I have made arrangements for an immediate departure from the U.S. and I will remain outside of the U.S. until I can lawfully enter once again.
- If I plan to return within five (5) months of my departure date from the U.S., I have the option to contact Monroe University to request that my SEVIS record be **reactivated** so that I may re-enter on my current Form I-20. I understand that I must make this request in writing to a *Designated School Official* (DSO) at Monroe University. I can submit my request once I am within 60 days of the start date of the next semester. I will not re-enter the U.S. until I have confirmed with a DSO that my Form I-20 is ACTIVE once again and I am within 30 days of the next semester start date.
- If my time outside the U.S. goes beyond five (5) months, I am required to apply for a new Form I-20 and a new F-1 visa (if expired) and would be responsible for all related fees. I will not re-enter the U.S. until I have received both of these documents and I am within 30 days of my program start date.
- Please be advised that your decision to depart the U.S. means that you may forfeit your eligibility for the 12-month Optional Practical Training benefit. Additionally, if you intend to return to New York for the graduation ceremony in June, it may be necessary for you to present a valid visitor (tourist) visa at the airport for entry into the U.S.

#### During my time outside of the U.S., I can be reached as follows:

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Phone # including country code: \_\_\_\_\_

My departing flight date is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

 **Please include a copy of your departing flight itinerary when you return this signed notice.**

**I have read the above statement and I have been so advised by the Office of International Student Services at Monroe University.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

SEVIS Coordinator \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE OF STUDENT SERVICES**

Main Hall, 434 Main Street, New Rochelle, NY 10801 • 914.740.6420 • [monroeu.edu](http://monroeu.edu)

### F-1 TERMINATION FORM (Withdrawal)

First Name

Last Name

Monroe ID #

Physical Address in the U.S. (Building number, street name, apartment/floor/suite number, city, state, and zip)

Email Address

U.S. Cell Phone Number

Academic Program (check one): ☐ ELLI ☐ Certificate ☐ Associate ☐ Bachelor ☐ Master's

SEVIS ID Number (top left corner of I-20): N \_\_\_\_\_

#### For Students Withdrawing Mid-Semester

- I understand that because I am withdrawing from the University early, Monroe University is required to terminate my F-1 record in the SEVIS database. I have made arrangements to depart the U.S. within 15 days. I have completed a mid-semester withdrawal form for the University.
- If I plan to return to Monroe University...
  - Within five (5) months of my departure date from the U.S., I have the option to contact Monroe University to request that my SEVIS record be **reactivated** so that I may re-enter on my current Form I-20. I understand that I may make this request in writing within thirty (30) days of the start date of Monroe University's next semester.
  - Beyond five (5) months of my departure date from the U.S., I am required to apply for a new Form I-20 and a new F-1 visa (if expired). I may not re-enter the U.S. until I have received both of these documents and I am within 30 days of my program start date.
- Please be advised that your decision to depart the U.S. means that you may forfeit your eligibility for the 12-month Optional Practical Training benefit. Additionally, if you intend to return to New York for the graduation ceremony in June, it will be necessary for you to present a valid visitor (tourist) visa at the airport for entry into the U.S.

#### During my time outside of the U.S., I can be reached as follows:

Address: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Phone # including country code: \_\_\_\_\_

My departing flight date is: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YYYY

**✈ Please include a copy of your departing flight itinerary when you return this signed notice.**

**I have read the above statement and I have been so advised by the Office of International Student Services at Monroe University.**

Student Signature

Date

Designated School Official (DSO) Name

Date