



ISSO F-1 Student Withdrawal/Leave of Absence Acknowledgement

Name: _____

Sage ID: _____

Email: _____

SEVIS ID: _____

Current visa status: _____

Completion of this form with an ISSO advisor is the official mechanism for an international student on an F-1 visa to inform the ISSO of their withdrawal or leave of absence. Please review and check off each line below. Write N/A if the line is not applicable to you. By signing this form, you agree to the following:

Undergraduate Students

- I will contact the Brandeis University mail room about forwarding my campus mail.

All F-1 Students

- Even though I may no longer be in the U.S. during my time away from Brandeis University, I am still obligated to file a U.S. federal tax return for each year that I was present in the United States. I understand the tax filing deadline is on April 15th of each year. Tax information is available on the [ISSO website](#).
- If I have questions regarding how a withdrawal or leave of absence impacts my visa status, I will contact the ISSO by emailing isso@brandeis.edu or calling 781-736-3480.
- My F-1 SEVIS record will be terminated based on the effective date of my withdrawal or leave of absence.
- I will depart the U.S. within 15 calendar days of my withdrawal or leave of absence effective date. This 15-day grace period ends on _____.
- I will depart U.S. on or before _____.
- If I will seek medical treatment in the U.S., I will consult with the ISSO to discuss my visa options before determining my withdrawal or leave of absence effective date.
- After I depart the U.S., my Brandeis I-20 is no longer valid for entering the U.S. in F-1 student status.
- I will not throw away my Form I-20(s). Even though it is no longer valid, I may need them if I apply for future employment authorization or visa benefits.
- I will contact my academic or program advisor to petition to return to Brandeis – by **March 1st** for a fall semester return and **October 1st** for a spring semester return.
- When I am officially readmitted to Brandeis, I will request my new I-20 from the ISSO. I will submit the documents below and will contact my ISSO advisor with any questions:
- Updated financial documentation showing available funds covering tuition, fees and living expenses for one academic year
 - Sponsor letter
 - Photocopy of valid passport photo ID and expiration page
 - [eShipGlobal](#) mailing label (this is so ISSO can mail the new I-20 to you)



- I will pay a new I-901 SEVIS fee using my new I-20.
- I will apply for a new F-1 student visa at my local U.S. Embassy or Consulate if I will be outside of the U.S. for more than 5 months. I will call my local U.S. Embassy or Consulate in my home country for clarification on visa application policy if I have any questions.
- Upon returning to Brandeis, I need to be enrolled full-time for two semesters to be eligible for Practical Training (CPT and OPT employment authorization for off-campus U.S. internships and jobs).

Student Signature

Date

****FOR ISSO ADVISOR USE ONLY****

Administrative action:

- Withdrawal
- Leave of absence

Reason:

- Academic
- Financial
- Health
- Military service
- Personal
- Transfer
- Other (explain below)

Effective date of WD/LOA:
