

## DEGREE SEEKING AND EXCHANGE NOTICE OF DEPARTURE or LEAVE OF ABSENCE FORM

Because of Student and Exchange Visitor Information System reporting requirements, we ask that you inform the Office of International Relations of the dates and terms in which you plan to do any of the following:

- Take a leave of absence from the University for one or more terms (does not include summer vacation term)
- Discontinue your program of study
- Discontinue Optional Practical Training (OPT)
- Depart from the U.S. (or change to another visa type) after completing your degree or training period

### To be completed by the student

Last Name (Family) \_\_\_\_\_ First Name (Given) \_\_\_\_\_

UAFS Student ID @ \_\_\_\_\_ Phone \_\_\_\_\_ Visa Type  F-1  J-1  Other \_\_\_\_\_

Degree Level  Associate  Bachelor's  Other \_\_\_\_\_ Major \_\_\_\_\_

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

Forwarding Mailing Address \_\_\_\_\_

Please indicate the type of departure: (*please select one*)

**Leave of absence** - Requires that you meet with an International Student Adviser and get a signature:

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

When:  End of current term  Prior to end of current term

Term:  Fall  Winter  Spring  Summer 20\_\_\_\_\_

**Discontinuing studies at UAFS** - Requires that you meet with an International Student Adviser and get a signature:

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

When:  End of current term  Prior to end of current term Date of departure: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Completed degree or exchange program and/or training period**

I plan to depart from the U.S. within my grace period. Date of departure: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(60 days for F-1, 30 days for J-1)

I plan to remain in the U.S. on another visa type. New visa type: \_\_\_\_\_

I plan to leave the U.S. and discontinue my OPT.

**Please note: If you will be outside the U.S. for five months or more, you will need a new I-20 or DS-2019 for re-entry. We recommend you contact the Office of International Relations at least two months before your scheduled return to arrange for a new I-20 or DS-2019.**

### Office of International Relations use only

Departure: **Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_ **OIR initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_