

F-1 Departure Request Form Instructions

While in the United States, students in F-1 status must be continuously enrolled full-time during the academic year until the completion of their programs of study.

All F-1 international students are required to notify ISS prior to departing Eastern Florida State College.

Please read the following departure reasons carefully before submitting the departure form to ISS.

- Completion of Academic Program and plan to depart the U.S**
Your SEVIS record will change to a status of “Completed”. You must depart the U.S. within 60 days of your degree completion date.
- Completion of OPT and plan to depart the U.S.**
Your SEVIS record will change to a status of “Completed”. You must depart the U.S. within 60 days of your OPT completion date.
- Reaching 90 days of unemployment during post-completion OPT**
Your SEVIS record will change to a status of “Completed”. If you notified ISS prior to the 90th day of completion, you have 60 days to depart the U.S., get admitted to a new program, or gain another status
If you did not report this information prior to the 90th day of completion, you must leave the U.S. immediately.
- Change of Visa Status**
If you are applying for a new visa status, the application must be received by USCIS within 60 days of your degree program or OPT completion date. Please provide a copy of the I-797 approval form with your request.
- Transferring to another U.S. institution**
Your SEVIS record will be transferred to your new school on the “release date” that you indicate below. The “release date” must be after you have completed all coursework at Eastern Florida State College. You must notify ISS PRIOR to your release date if your plans change. ISS cannot access your SEVIS record to make changes after the release date has passed. You must attach an acceptance letter from your new institution to your request. Transfer of your SEVIS record must be completed within 60 days of your EFSC program completion date.
- Leave of Absence (out of U.S. LESS than 5 months)**
Your SEVIS record will be terminated with the reason “Authorized Early Withdrawal.” You must depart the U.S. within 15 days from the date of your request. In order to return to the U.S. using your current I-20, you must contact ISS no later than 60 days prior to the start of the next semester to request your F-1 record be activated. Please make sure before you travel that you have a valid travel signature on your current I-20, as well as a valid F-1 visa.
- Leave of Absence (out of U.S. MORE than 5 months)**
Your SEVIS record will be terminated with the reason “Authorized Early Withdrawal.” You must depart the U.S. within 15 days from the date of your request. A leave of absence for five months or more will cause your current I-20 and possibly visa to become invalid, regardless of the expiration date listed on the document. In order to return to the U.S. to resume studies you will need to request a new initial I-20, pay a new SEVIS fee, and have a valid F-1 visa. You must contact ISS at least three months prior to your intended return and enroll full-time in the next session.
- Complete Withdrawal/Termination of program at EFSC**
Your SEVIS record will be terminated with the reason “Authorized Early Withdrawal.” You must depart the U.S. within 15 days from the date of your request. Make sure to complete appropriate institutional withdrawal step. If in the future you would like to return EFSC to study, you will need to re-apply for admission.
- Terminating F-1 SEVIS record with EFSC**
Terminating a SEVIS record is easy to do, but extremely difficult to undo. It can have a direct effect on your lawful status in the U.S. It is recommended that you speak to an immigration attorney before making a final decision.

Date of departure from EFSC: _____
Month Day Year

Must depart U.S. no later than: _____
Month Day Year

This form is to be completed by an international F-1 student who is leaving Eastern Florida State College (EFSC) permanently, for an entire semester, or for a period longer than 5 months. Submit this form in person to an International Student Advisor.

STUDENT INFORMATION

Last Name:		First Name:	
EFSC ID #:		Current Term:	
Email:		Phone:	
Degree Level: <input type="checkbox"/> AA <input type="checkbox"/> AS <input type="checkbox"/> BAS	Major:	Expected Graduation Date:	

DEPARTURE REASON

<input type="checkbox"/> Completed academic program and plan to depart the U.S. (must depart U.S. within 60 days)		
<input type="checkbox"/> Completed OPT and plan to depart the U.S. or have been unemployed for 90 days during Post-Completion OPT (must depart U.S. within 60 days)		
<input type="checkbox"/> Change of Visa Status	New Visa Type:	Effective date:
<input type="checkbox"/> Transferring to another U.S. Institution – Attach acceptance letter and transfer institution clearance form, if applicable		
Name of Institution: _____ City and State: _____		
Your SEVIS record will be transferred to your new school on the “release date” that you indicate below. The “release date” must be after you have completed all coursework at EFSC (end of semester). If your plans change, you must notify ISS BEFORE the transfer release date.		
Transfer release date: _____		Expected Start Date at new school: _____
Month	Day	Year
<input type="checkbox"/> Leave of Absence (out of U.S. LESS than 5 months) – Must depart U.S. within 15 days Contact ISS 60 days before the start of next semester to request re-activation of SEVIS record. You will need I-20 to be valid and endorsed before departure.		
<input type="checkbox"/> Leave of Absence (out of U.S. MORE than 5 months) – Must depart U.S. within 15 days Contact ISS to apply for a new I-20 at least 3 months prior to your intended return. You will be required to pay SEVIS fee again and may need a new F-1 visa.		
<input type="checkbox"/> Complete Withdrawal / Terminating program at EFSC - Must depart U.S. within 15 days		
<input type="checkbox"/> Terminating F-1 SEVIS record with EFSC *Legal advice is strongly recommended before voluntary termination of a SEVIS record		

TRAVEL DETAILS (please note departure reason date requirements)

Date of Departure from EFSC: _____	Must depart U.S. no later than: _____
Month Day Year	(if applicable) Month Day Year
Expected Departure from US: _____	Expected date of return : _____
(if applicable) Month Day Year	(if applicable) Month Year

STUDENT CERTIFICATON (Required)

I certify that I have discussed my intended departure with an ISS adviser and I understand how my departure affects my F-1 SEVIS record and my ability to return to the U.S. in the future. I authorize EFSC to update my SEVIS record. I will notify ISS immediately if my plans change

Student Signature: _____ Date: _____

FOR OFFICE USE ONLY

Int'l Student Advisor: _____ Received date: _____ SEVIS updated on: _____