



THE UNIVERSITY OF ALABAMA
CAPSTONE INTERNATIONAL SERVICES
105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254
TEL: 205-348-5402 | FAX: 205-348-5406
EMAIL: INTERNATIONAL@UA.EDU
WEB: [HTTP://IS.UA.EDU](http://IS.UA.EDU)

Leave of Absence/ Withdrawal Notification

Academic Leave of Absence or Withdrawal From UA

Immigration regulations require that students maintain continuous full-time enrollment during required terms in order to maintain F-1 or J-1 student status.

If in consultation with Capstone International Services, you take a leave of absence or withdraw from The University of Alabama, and thus are not a registered student, your SEVIS record must be terminated for “authorized early withdrawal” and your F-1/J-1 status will end. Unless you apply for a change-of-status or transfer to another institution, you cannot remain in the U.S. beyond 15 days of filing the leave of absence paperwork (except if authorized for a medical leave of absence).

In order to take an authorized leave of absence or withdraw from UA, you must:

1. Meet with a Capstone International Services advisor to discuss your plans.
2. Complete a leave of absence or withdrawal with the Registrar - <https://www.ua.edu/catalogs/catalog10/500513.html>.
3. Additionally, submit a copy of this completed Leave of Absence/Withdrawal Notification to Capstone International Services. (NOTE: Failure to submit a Leave of Absence/Withdrawal Notification is considered to be unauthorized withdrawal, which can have a negative impact on your immigration record)
4. You must prepare to depart the U.S. within 15 days of the filing your leave of absence/withdrawal with UA.

Once Your Leave of Absence or Withdrawal Request is Received by the University Registrar:

1. Capstone International Services will terminate your SEVIS record for “authorized early withdrawal,” and you will have 15 days to depart the U.S.
 - a. SEVIS flags all records in terminated status regardless of the reason for the termination. When trying to enter the U.S., a student with a flagged record is typically sent to secondary inspection (a more thorough screening) at the port of entry. Please follow the procedure indicated in step 2 to have the flag removed.
2. Once you exit the U.S., you must submit a copy of your passport ID page and the page that has the home country entry stamp to confirm your departure. E-mail international@ua.edu or fax (205) 348-5406 document copies with “Exited U.S. on LOA” as the subject of the correspondence. This will allow CIS to request a removal of any flag on your record that may have resulted from the termination of your SEVIS record.

To Resume Studies at UA:

- Please follow the readmission instructions in order to be readmitted into your academic program - <http://is.ua.edu/currentstudents/maintaining-student-visa-status/re-admission/>.
- Once Capstone International Services receives notification that you have been readmitted, you will be asked to complete an [I-20/DS-2019 Request Form](#) with proof of finances for 1 year of study and living expenses and will receive a new initial I-20 or DS-2019 for entry to the U.S.
- You will have to pay the [SEVIS I-901 Fee](#) again since you will receive a new SEVIS I-20 or DS-2019. Following Department of State guidance, Capstone International Services recommends that you also obtain a new student visa (even if your current visa is valid) as you may be denied entry to the U.S. on your prior student visa.

Impact of Taking a Leave of Absence or Withdrawal on F-1 Practical Training Eligibility

Since students returning from a leave of absence or withdrawal enter the U.S. on a new initial I-20, they are required to complete another full academic year in F-1 status in order to be eligible for Curricular Practical Training (CPT) and Optional Practical Training (OPT). If you plan to apply for practical training, you should be enrolled as a full-time student for at least 2 semesters prior to your anticipated CPT/OPT start date.



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TO BE COMPLETED BY STUDENT REQUESTING LEAVE OR WITHDRAWAL

NOTE: This form is required if a student will take an academic leave of absence or withdraw from The University of Alabama, and it must be received by Capstone International Services prior to withdrawal in order to authorize the early withdrawal with USCIS. Capstone International Services must report the reason a student is not enrolled full-time to USCIS.

Name of Student: _____

CWID Number: _____ Level of Study: _____

Major Field(s) of Study: _____

This is to confirm that I intend to terminate my studies at UA on the following date (mm/dd/yyyy) _____.

I intend to terminate my studies at UA by:

- Withdrawing from the University
- Taking a Leave of Absence
- Transferring to another institution
- Stopping my studies in the U.S.

I do not intend to re-enroll at UA in the future.

I intend to re-enroll at UA in the Fall; Spring; Summer of (year) _____.

By signing below, I recognize the following:

1. I must depart the U.S., transfer my SEVIS record to another institution, or file a Change-of-Status to another valid visa type within 15 days of withdrawing or taking a leave of absence from UA, and
2. If I return to studies in the U.S. after being out of F-1 status, I must complete one full academic year of study before becoming eligible for either Curricular Practical Training (CPT) or Optional Practical Training (OPT).

Student's Signature: _____ Date: _____