



Capstone International Center International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402
INTERNATIONAL@UA.EDU | [HTTP://INTERNATIONAL.UA.EDU/ISSS/](http://INTERNATIONAL.UA.EDU/ISSS/)

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 International Student & Scholar 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 an International Student & Scholar Services advisor to discuss your plans.
2. Complete a leave of absence or withdrawal with the Registrar - <https://catalog.ua.edu/undergraduate/about/academic-regulations/policies/withdrawal/>.
3. Additionally, submit a copy of this completed Leave of Absence/Withdrawal Notification to International Student & Scholar 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.

International Student & Scholar Services will terminate your SEVIS record for “authorized early withdrawal,” and you will have 15 days to depart the U.S.

To Resume Studies at UA:

- Please follow the readmission instructions in order to be readmitted into your academic program - <http://international.ua.edu/iss/currentstudents/leave-probation-reinsatement/#readmission>.
- Once International Student & Scholar 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, International Student & Scholar 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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**Leave of Absence/
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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 International Student & Scholar Services prior to withdrawal in order to authorize the early withdrawal with USCIS. International Student & Scholar 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:** _____